Canon

imageRUNNER
3530 / 2830 / 2230

Facsimile Guide

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 3530/2830/2230

Facsimile Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote on the next page.)

- **Basic Operations**
- **Troubleshooting**

| **Reference Guide** |

- **Copying Instructions**

| **Copying Guide** |

- **Mail Box Instructions**

| **Mail Box Guide** |

- **Fax Instructions**

| **Facsimile Guide (This Document)** |

- **Setting Up the Network Connection and Installing the CD-ROM Software**

| **Network Quick Start Guide** |

- **Remote User Interface Instructions**

| **Remote UI Guide** | CD-ROM

- **Network Connectivity and Setup Instructions**

| **Network Guide** | CD-ROM

- **Network ScanGear Installation and Instructions**

| **Network ScanGear User's Guide** | CD-ROM

- **UFR II Printer Instructions**

| **UFR II Printer Guide** | CD-ROM

- **UFR II Printer Driver Installation and Instructions**

| **UFR II Driver Guide** | CD-ROM

- **Fax Driver Installation and Instructions**

| **Fax Driver Guide** | CD-ROM

How This Manual Is Organized

Includes the report samples, glossary, specifications, and index.

Contents

Chapter 2   Basic Send and Receive Methods

Chapter 3   Special Fax Functions

Chapter 4   Checking/Changing the Fax Status

Chapter 5   Customizing Fax Settings

Chapter 6 System Manager Settings

Chapter 7 Printing Communication Reports

Chapter 8 Troubleshooting

Chapter 9   Appendix

Preface

Thank you for purchasing the Canon imageRUNNER 3530/2830/2230. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠ WARNING   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ CAUTION   Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

✋ IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

✎ NOTE   Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

   Examples: [Cancel]
                               [Done]

- Control Panel Keys: <Key icon> + (Key Name)

   Examples: ⊚ (Start)
                              ▷ (Stop)

Hereafter, the following name substitutions take place:

- Transmission/Sending: TX

- Reception/Receiving: RX

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the following optional equipment is attached to the imageRUNNER 3530: the Feeder (DADF-N1), Super G3 FAX Board, UFR II Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y2.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with a ⬭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Press [Address Book].**

Ready to send.   11/11/04 09:00
                                                  Auto

☎ =

Standard   Standard   Text   Auto RX

Reso- lution	Density	Image Quality ▶	☐ Direct
PIN (✱✱✱)			☐ Stamp
Coded Dialing	Redial	Sub- address ▶	On-hook ▶
Address Book ▶		Special Features ▶	
		System Monitor ▸	
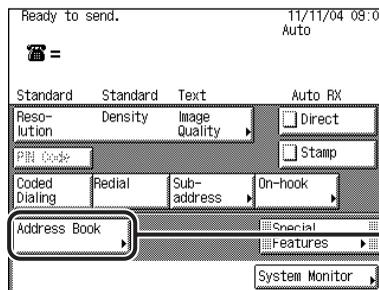
Press this key for operation.

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 3530 has the following optional equipment attached to it: the Feeder (DADF-N1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y2.
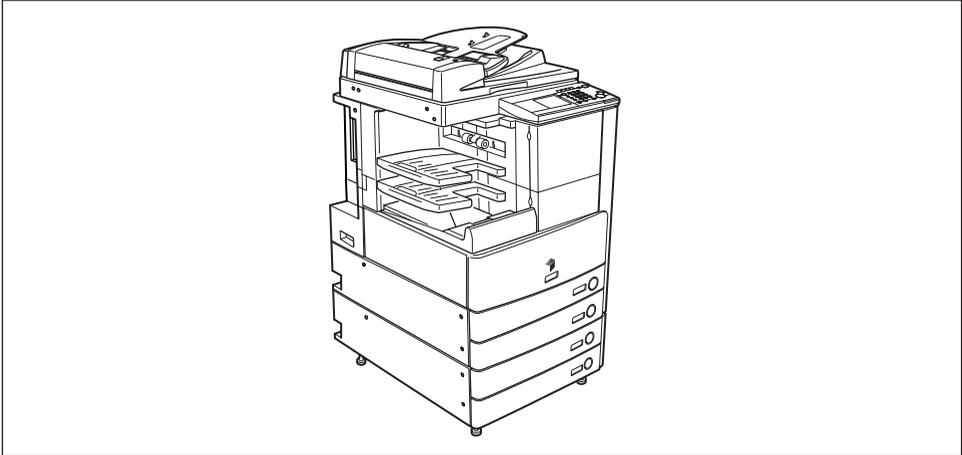
Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows NT® operating system:	Windows NT
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows® operating system:	Windows
Novell NetWare®:	NetWare

Legal Notices

FCC (Federal Communications Commission)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Use of shielded cables are required to comply with Class A limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location
Supply a suitable table, cabinet, or desk for the machine. See Chapter 9, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information
1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

✏ NOTE

Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the *Reference Guide*, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

Rights of the Telephone Company

If this equipment (imageRUNNER 3530/2830/2230) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ **WARNING**

> **The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.**

✎ NOTE

> In order to program this information into your machine, you should complete the procedure to register your name, unit's telephone number, time, and date in Chapter 1. (For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.)

Users in Canada

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 9, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used. (Touch-tone is recommended if available in your area.)
2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   or

   IDDD (International Direct Distance Dial) line if you communicate overseas

   ✍ NOTE
   Canon recommends an individual line following industry standards, such as 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.

- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

- The REN of this product is 1.0.

- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ **CAUTION**

    Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

✎ NOTE

    This equipment complies with the Canadian ICES-003 Class A limits.

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 9, Annexe (Appendix), du *Guide de référence* (*Reference Guide*) pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

   Ligne automatique interurbaine

   ou

   Ligne automatique internationale
   (si vous communiquez avec les pays étrangers)

$\mathscr{D}$ NOTE

   Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.

- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d' équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.

- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.

- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

⚠ CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

✐ NOTE

Respecte les limites de la classe A de la NMB-003 du Canada.

Super G3

SUPER G3
HIGH-SPEED FACSIMILE

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

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1
CHAPTER

Introduction to Fax Functions

This chapter is an introduction to the Fax function.

What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.
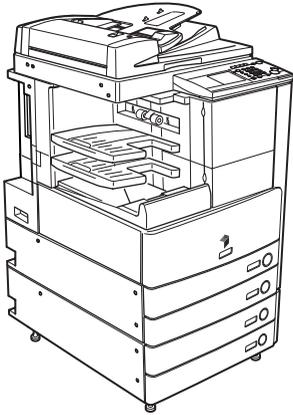
If the imageRUNNER 3530/2830/2230 is equipped with the optional UFR II Printer Kit and Super G3 Fax Board, you will be able to utilize the many Fax functions of the machine.

Super G3 Fax Function

This machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments. Compared to ordinary fax machines, Super G3 enables high-speed fax transmissions, which results in reduced transmission costs.

Send
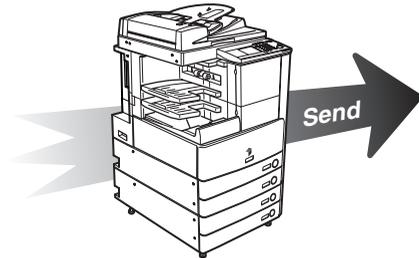
Increased Security with Subaddress Transmission

This machine's fax function is compatible with ITU-T (International Telecommunication Union - Telecommunication Standardization Sector) standard subaddress features. As long as the remote party's fax machine supports subaddress fax transmissions, you can send or receive documents with increased security by attaching a subaddress and password to all of your fax transactions.
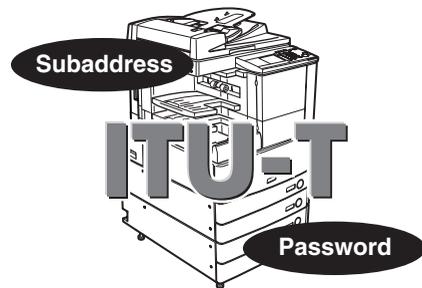
ECM Function for High Quality Images

This machine's fax function is compatible with ECM (Error Correction Mode). ECM corrects errors and distorted or poor quality fax transmissions that arise from line noise. It also enables you to send or receive high-quality faxes even if the condition of your telephone line is not ideal.
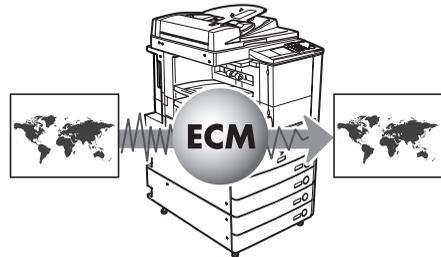
Receiving Faxes in Memory

Received fax documents can be stored in a Memory Box instead of being printed. You can check the sender information and the number of pages that each document contains before printing or forwarding it to another destination. You can also specify the time when received documents are stored in memory by specifying the timer setting.
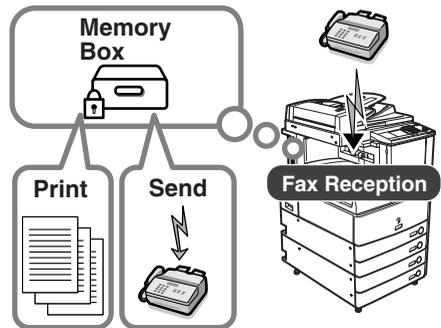
Automatic Forwarding

The machine can be set to automatically forward received fax documents that match the specified forwarding conditions to any destination. Automatic forwarding can also be set to activate at a specified time.
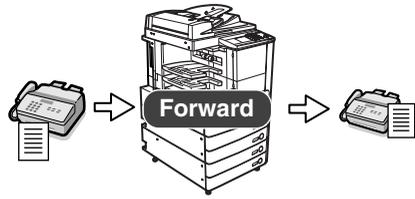
Overview of the imageRUNNER 3530/2830/2230

If you press ▨ (FAX), the Fax Basic Features screen appears. The Fax function enables you to scan documents and send them to specified destinations via fax.

Original

Scan

Memory Box

Fax

Group

Fax
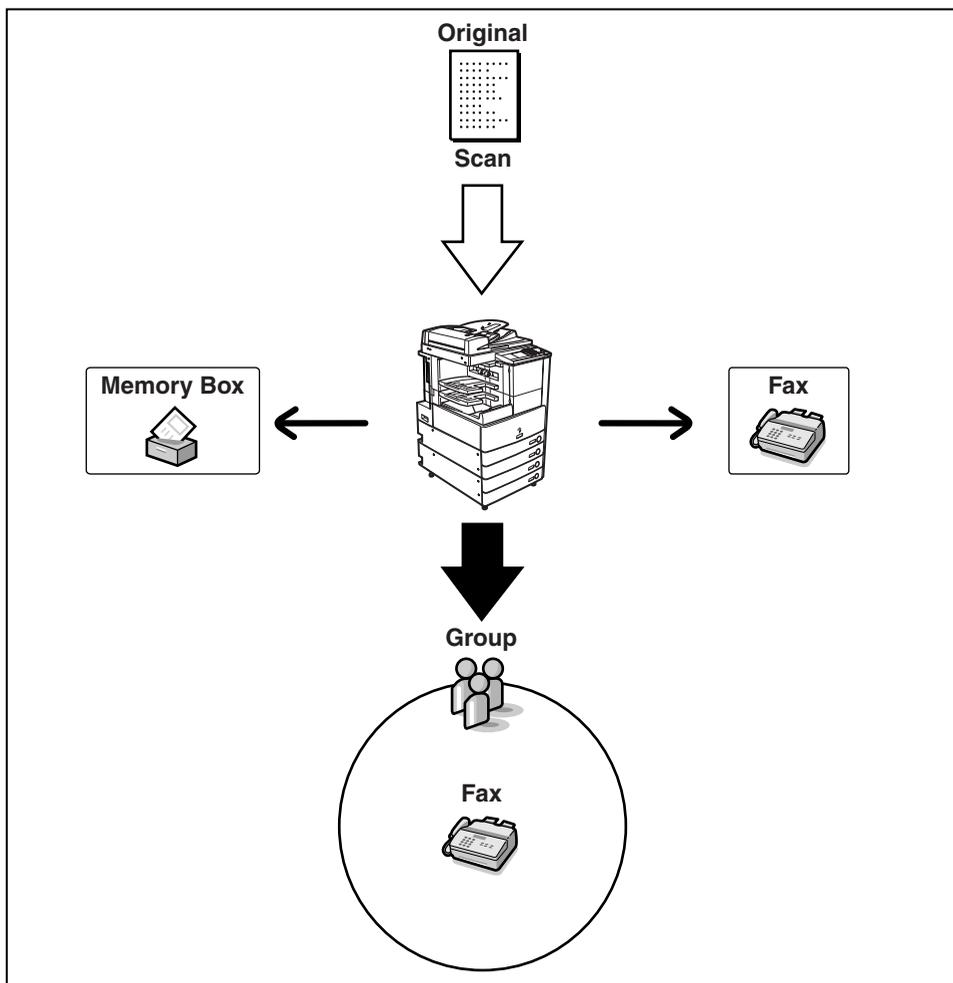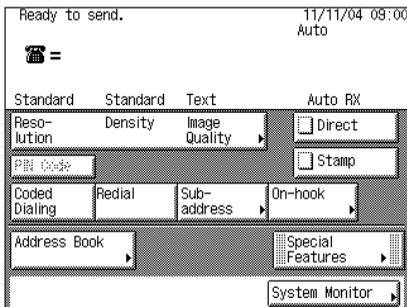
Fax Basic Features Screen

The screen on the left, which appears when ⌷FAX⌷ (FAX) is selected, is called the Fax Basic Features screen.

```
Ready to send.              11/11/04 09:00
                                      Auto
☎=
Standard    Standard   Text          Auto RX
Reso-      Density    Image          ☐Direct
lution                Quality  ▶
PIN Code                             ☐Stamp
Coded      Redial     Sub-     On-hook
Dialing               address              ▶
Address Book       ▶                ▓Special
                                    ▓Features  ▶
                                    System Monitor ▶
```
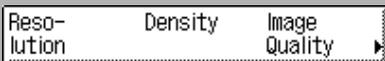
Press to set the resolution, density, and image quality of your document. (See "Resolution, Density, and Image Quality," on p. **2-2**.)
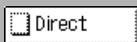
Press to send faxes directly, to the recipient. (See "Direct Sending," on p. **2-5**.)

Press to stamp sent or scanned originals. (See "Stamping Originals," on p. **2-14**.)

Press to send faxes using a PIN (Personal Identification Number) code. (See "Using a PIN Code," on p. **3-35**.)
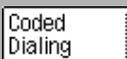
Press [Coded Dialing], followed by a three digit code, to specify a destination that is stored in memory. (See "Coded Speed Dialing," on p. **2-24**.)
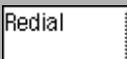
Press to redial the last number that was dialed with the numeric keys. (See "Redialing," on p. **2-18**.)
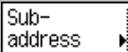
Sub-address ▶	→ **See p. 3-33**

Press to send an original or receive a document with an ITU-T standard subaddress and password. (See "Sending with a Subaddress," on p. **3-33**.)
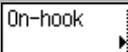
On-hook ▶	→ **See p. 3-41**

Press to dial fax information services. (See "Fax Information Services," on p. **3-41**.)
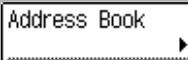
Address Book ▶	→ **See p. 2-19**

Press to select a destination from the Address Book, or to search for a number registered in the Address Book. (See "Address Book," on p. **2-19**.)
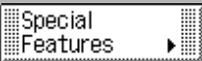
Special Features ▶	→ **See Chapter 3**

Press to select and use the Special Features modes.

Delayed TX ▶   Sender's Names (TTI) ▶
Memory Inbox ▶   RX Mode ▶
2▶1-sided   Document Size ▶
Zoom TX ▶
Done ↵
System Monitor ▶
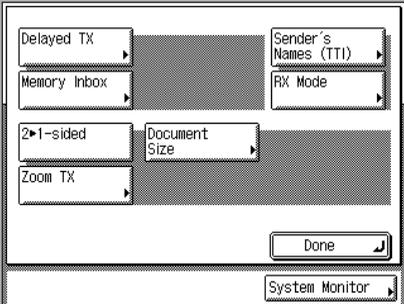
System Monitor ▶	→ **See Chapter 4**

Press to check the status or details of a send or receive job, or to cancel a job.

1

Introduction to Fax Functions
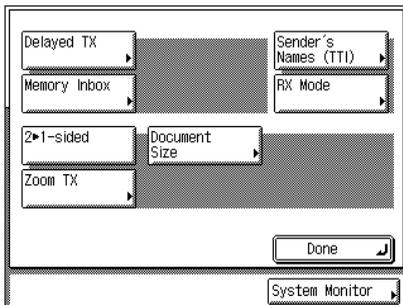
Special Features Screen

When you press [Special Features] on the Fax Basic Features screen, the Special Features screen appears, and displays special modes available for facsimile processing. Keys which have an arrow (▶) indicate that more modes can be set when you press that key.

To close the Special Features screen and return to the Fax Basic Features screen, press [Done].

Pressing ⃝ (Help) on the control panel after selecting a Special Features mode, brings up a help screen containing guidance information. This is useful when you want to know more about the mode.

| Delayed TX | |

Press to specify a time to automatically send your documents. (See "Delaying a Send Job," on p. **3-2**.)

| Memory Inbox | |

Press to manage sent and received documents using any kind of memory box: Confidential, Relay, or Batch Sending. (See "Using a Memory Box," on p. **3-8**.)

| 2▶1-sided | |

Press to scan and fax two-sided documents. (See "Faxing Two-Sided Originals," on p. **3-19**.)

| Zoom TX | |

Press to scan originals at a different scan (zoom) ratio. (See "Changing the Zoom Ratio," on p. **3-28**.)

| Document Size | |

Press to select the size of the original you are sending. (See "Document Size," on p. **3-21**.)
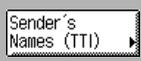
Sender's Names (TTI) ▶	

Press to select a sender's name, which will appear at the top of every document you send, instead of the unit's name. (See "Setting the Sender's Name as the Terminal ID," on p. **3-15**.)

RX Mode ▶	
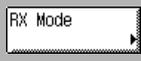
Press to set the Receiving mode to 'Memory Receive' or 'Forward'. (See "Changing the Reception Mode," on p. **3-17**.)

1

Introduction to Fax Functions

Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

- Your fax number
- Your personal name or company name
- Time and date of transmission

⚠ IMPORTANT
- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- Use phone lines with modular jacks measuring 9.7 feet (3 meters) or less to ensure optimum connection and sending speeds.

■ Setting the Telephone Line Type
To set the type of telephone line connected to the machine with the optional Super G3 FAX Board installed, check whether it is a rotary dial (rotary pulse) or a touch-tone type, and make the correct setting. (See "Selecting the Type of Telephone Line," on p. 1-12.)

■ Registering the Sending Record
The sending record is printed at the top of the every document you send to the recipient.

The registered information is printed, as shown below. Depending upon the model of the machine at the receiving side, this information may appear on the display while communication is taking place.

Date	Time	Fax Number	Sender's Name (TTI)	Destination Name	Page Number	
05/14/2004 FRI	15:00	FAX (404)XXX-XXXX	CANON SALES → → →	Atlanta office	☑ 001/001	Sender Information
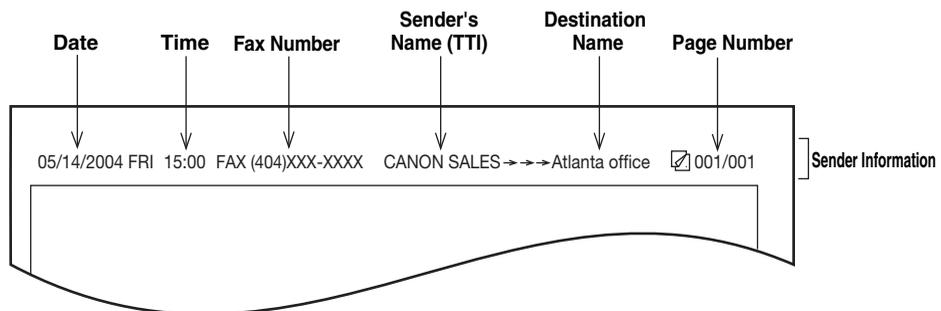
- Date and Time
  - The date and time of the transmission are recorded.
- Fax Number
  - Your machine's fax number is recorded.
- Sender's Name (TTI (Transmit Terminal Identification))
  - The name registered as the sender's name is recorded.
- Destination Name
  - If you send an original using Coded Speed Dialing or by selecting a destination from the Address Book, the stored destination's name appears on the sending record. (See "Storing Destinations," on p. 5-19.)
- Page Number
  - The current page number out of the total number of pages of the original is recorded.

✏ NOTE

- You can set the machine so that the sending record is not printed. However, for users in the United States, this information must be printed at the top of every fax document you send. Therefore, the TX Terminal ID setting must always be set to 'On'. (See "Printing the TX Terminal ID," on p. 5-7.)
- If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed. However, when using Direct Sending, the total number of original pages are not printed.
- If you do not want to print the destination name on the recipient's paper, set Display Destination Name to 'Off' in TX Terminal ID in User Settings in Custom Fax Settings (from the Additional Functions screen). (See "Printing the TX Terminal ID," on p. 5-7.)

Setting the Display Language

If you decide to switch the display language, set Language Switch in Common Settings (from the Additional Functions screen) to 'On' before entering characters.

If Language Switch is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, either re-enter the characters after setting Language Switch to 'On', or enter characters with Language Switch set to 'Off'.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the Fax function, you must know if the machine is connected to a touch-tone or rotary pulse telephone line. The machine can be set to operate with either type of telephone line.

Be sure to check the type of telephone line that you are using, and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.

Follow the procedure below to switch the fax setup between tone and pulse dialing.

⌀ NOTE
The default setting is 'Tone'.

1 Press ⓐ (Additional Functions) → [Custom Fax Settings].

2 Press [User Settings].

```
Select a Custom Fax Settings feature.

 ┌─────────────┐   ┌─────────────┐
 │User Settings│   │Register     │
 │             ▸│   │Destinations ▸│
 └─────────────┘   └─────────────┘
 ┌─────────────┐   ┌─────────────┐
 │TX Settings  ▸│   │RX Settings  ▸│
 └─────────────┘   └─────────────┘
 ┌─────────────┐   ┌─────────────┐
 │Printer      ▸│   │File Settings▸│
 │Settings     │   │             │
 └─────────────┘   └─────────────┘

                   ┌──────────────┐
                   │   Done      ◢│
                   └──────────────┘
                   ┌──────────────┐
                   │System Monitor ▸│
                   └──────────────┘
```
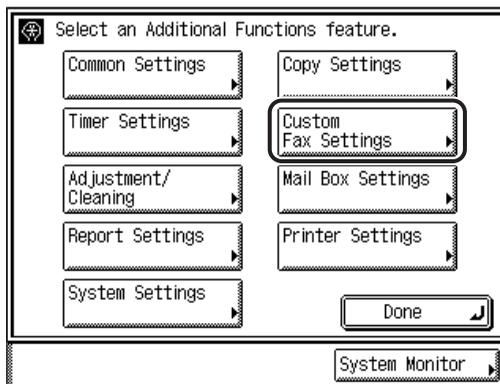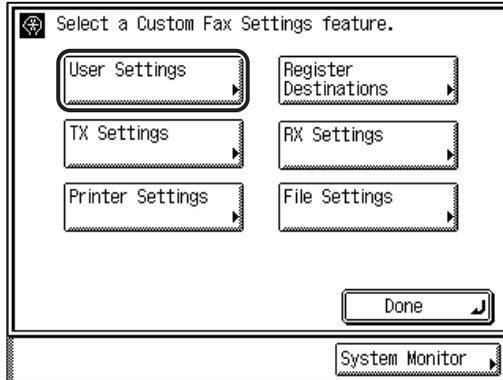
3 Press [▼] or [▲] until [Tel Line Type] appears → press [Tel Line Type].

```
 [User Settings]

 ┌─────────────────────────────────┐
 │TX Terminal ID          ┌──────┐ │
 │  ▸ On                  │      ▸│ │
 │........................└──────┘.│
 │Density Control         ┌──────┐ │
 │                        │      ▸│ │
 │........................└──────┘.│
 │Tel Line Type           ┌──────┐ │
 │  ▸ Tone                │      ▸│ │
 │........................└──────┘.│
 │Volume Control          ┌──────┐ │
 │                        │      ▸│ │
 └────────────────────────└──────┘─┘

  2/3  ┌────┐ ┌────┐    ┌──────────┐
       │ ▼  │ │ ▲  │    │  Done   ◢│
       └────┘ └────┘    └──────────┘
                        ┌──────────────┐
                        │System Monitor ▸│
                        └──────────────┘
```
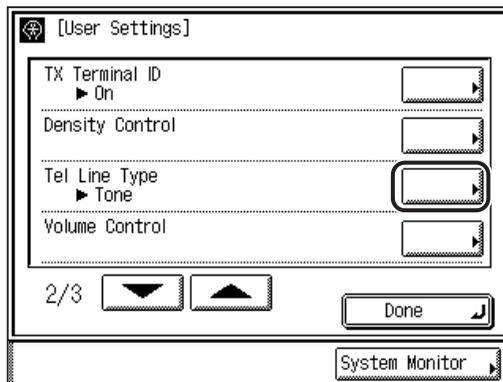
4 Select the type of telephone line → press [OK].

```
[User Settings]
[Tel Line Type]


        ┌──────────┐  ┌──────────┐
        │  Pulse   │  │  Tone    │
        └──────────┘  └──────────┘


  ┌──────────┐              ┌──────────┐
  │  Cancel  │              │    OK    │
  └──────────┘              └──────────┘

                          ┌──────────────┐
                          │System Monitor│
                          └──────────────┘
```
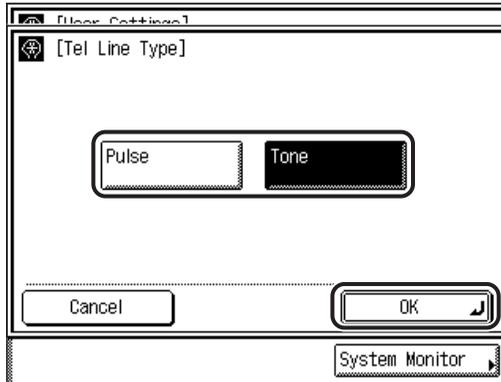
If you do not know the telephone line type, call your local telephone service provider for details.

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).

- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.

- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

⌀ NOTE

You can also specify to automatically synchronize the date and time with a server on the network from the Additional Functions screen. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

1 Press ◉ (Additional Functions) → [Timer Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ Select an Additional Functions feature.    │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Common Settings ▸│  │ Copy Settings   ▸│  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Timer Settings  ▸│  │ Custom          ▸│  │
│  └──────────────────┘  │ Fax Settings     │  │
│  ┌──────────────────┐  └──────────────────┘  │
│  │ Adjustment/     ▸│  ┌──────────────────┐  │
│  │ Cleaning         │  │ Mail Box Settings▸│ │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Report Settings ▸│  │ Printer Settings▸│  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ System Settings ▸│  │ Done          ◢ │  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌─────────────────────────────────────────┐ │
│  │                        System Monitor ▸ │ │
│  └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

2 Press [Date & Time Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ [Timer Settings]                           │
│  Date & Time Settings        ┌────────────┐  │
│   ▶ 11/11/2004 10:00         │          ▸ │  │
│  ············································  │
│  Auto Sleep Time             ┌────────────┐  │
│   ▶ 2min(s)                  │          ▸ │  │
│  ············································  │
│  Auto Clear Time             ┌────────────┐  │
│   ▶ 2min(s)                  │          ▸ │  │
│  ············································  │
│  Daily Timer Settings        ┌────────────┐  │
│                              │          ▸ │  │
│  ┌──┐ ┌────┐ ┌────┐          ┌────────────┐  │
│  │1/1│ │ ▼ │ │ ▲ │          │ Done     ◢ │  │
│  └──┘ └────┘ └────┘          └────────────┘  │
│  ┌─────────────────────────────────────────┐ │
│  │                        System Monitor ▸ │ │
│  └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```
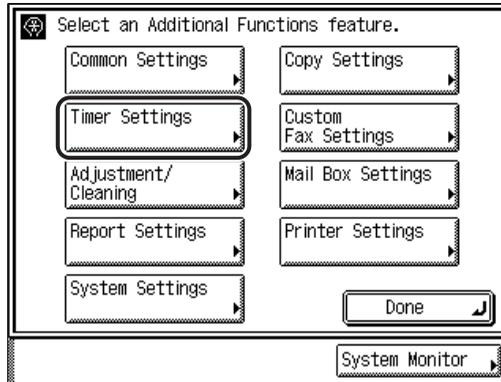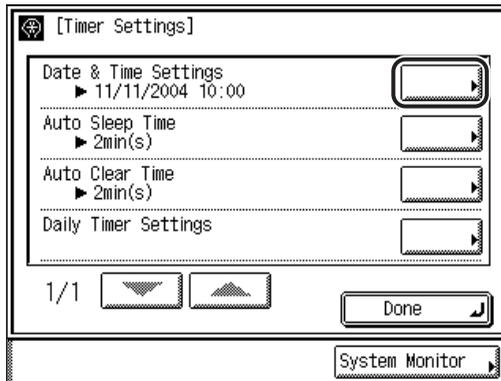
3 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).
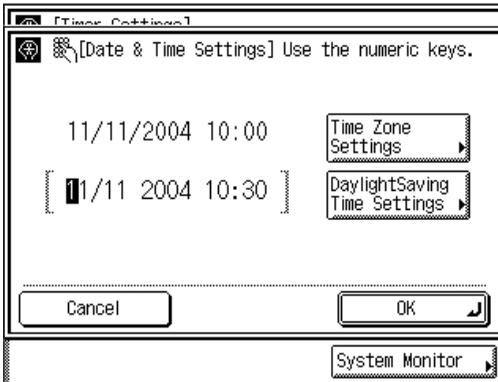
Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples:	May 6	→	0506
	7:05 a.m.	→	0705
	11:18 p.m.	→	2318

✎ NOTE

If you make a mistake when entering values, press ⓒ (Clear) → enter the values again, starting with the month.

● If you are setting the Time Zone:

❏ Press [Time Zone Settings] → select the time zone where the machine is located → press [OK].
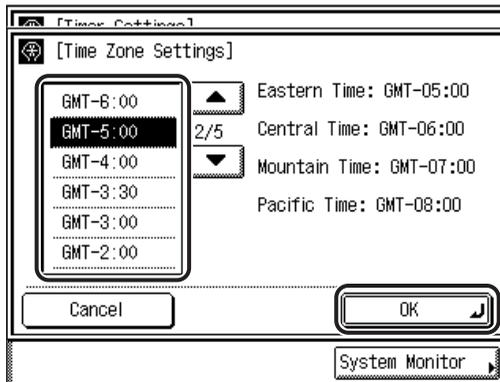
$\oslash$ NOTE

- The default setting is 'GMT-5:00'.

  Eastern Time (US/Canada):   GMT-5:00
  Central Time (US/Canada):   GMT-6:00
  Mountain Time (US/Canada):   GMT-7:00
  Pacific Time (US/Canada):   GMT-8:00

- If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

● **If you are setting Daylight Saving Time:**

❑ Press [DaylightSaving Time Settings] → [On] → [Start Date].
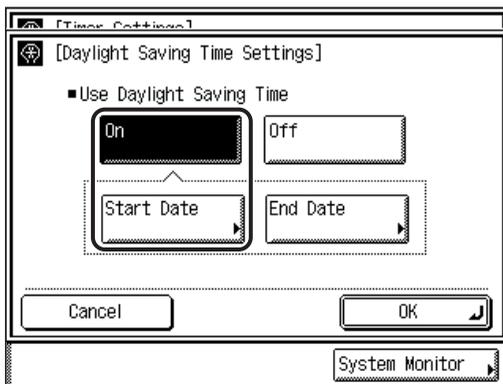
❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].
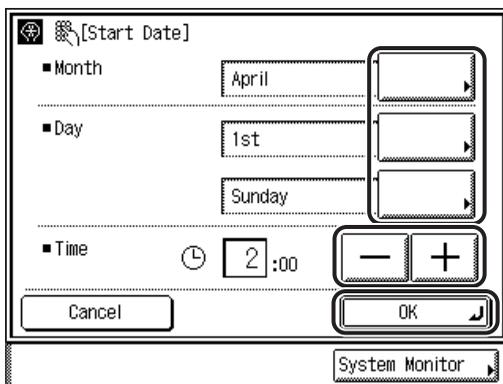
❑ Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].

```
[Timer Settings]
⊕ [Daylight Saving Time Settings]
   ■ Use Daylight Saving Time
   ┌──────────────┐  ┌──────────────┐
   │ On           │  │ Off          │
   └──────────────┘  └──────────────┘
          ┌────────┴────────┐
   ┌──────────────┐  ┌──────────────┐
   │ Start Date  ▶│  │ End Date    ▶│
   └──────────────┘  └──────────────┘

   ┌──────────────┐        ┌──────────────┐
   │ Cancel       │        │    OK      ↵ │
   └──────────────┘        └──────────────┘
                              ┌──────────────────┐
                              │ System Monitor  ▶│
                              └──────────────────┘
```
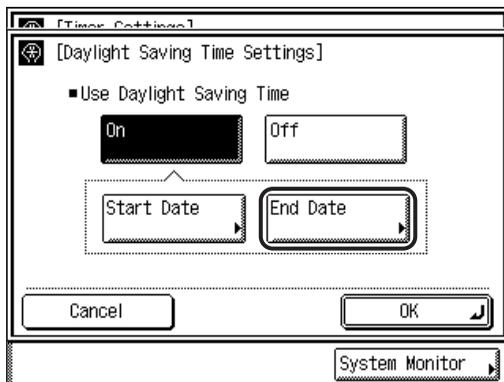
❑ Press [OK].

✏ NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.
- The default setting is 'On'. (Between 2:00 a.m. on the first Sunday of April and 2:00 a.m. on the last Sunday of October.)
- You can also use ⓪ - ⑨ (numeric keys) to enter the time, and ⓒ (Clear) to clear your entry.
- You can change the value entered for <Time> by pressing [-] or [+], even if you entered the value using ⓪ - ⑨ (numeric keys).
- The time can be set in one hour increments, from 0 to 23 hours.

4 Press [OK].
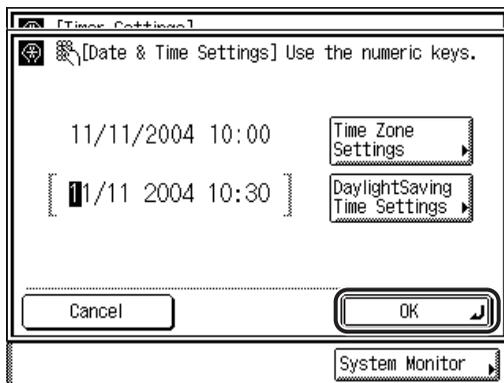
```
[Timer Settings]
⊕ ⚙[Date & Time Settings] Use the numeric keys.

                                 ┌──────────────┐
   11/11/2004  10:00             │ Time Zone    │
                                 │ Settings    ▶│
                                 └──────────────┘
   [ █1/11 2004 10:30 ]          ┌──────────────┐
                                 │ DaylightSaving│
                                 │ Time Settings▶│
                                 └──────────────┘

   ┌──────────────┐        ┌──────────────┐
   │ Cancel       │        │    OK      ↵ │
   └──────────────┘        └──────────────┘
                              ┌──────────────────┐
                              │ System Monitor  ▶│
                              └──────────────────┘
```

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Registering Your Machine's Fax Number

You must store your machine's fax number. This number is printed on the top of every document you send to the recipient.

Your machine's telephone number may also be displayed on the touch panel display of the recipient's machine, depending on the model of their machine.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Selecting the Type of Telephone Line," on p. 1-12.

2 Press [Unit Telephone #].
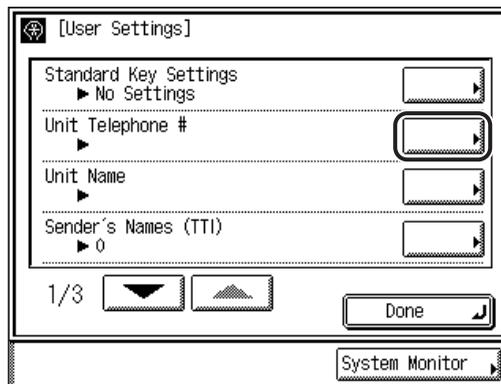
🖉 NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Enter the unit's telephone number using ⓪ - ⑨ (numeric keys) → press [OK].
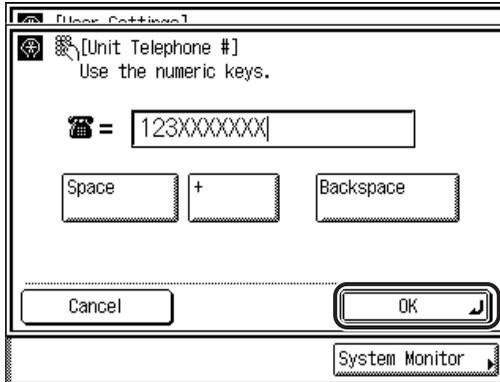
Details of each item are shown below.

[Space]: Press to insert a space between the area code and the local fax number (optional).

[+]: Use to insert a country code. Press [+] after the country code, and before the fax number.

[◀][▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the last number entered.

You can enter up to 20 digits for the fax number.

The selected mode is set.

✎ NOTE

If you make a mistake when entering the number, press Ⓒ (Clear) → enter the correct number.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Registering Sender Names

You can register any name as the sender's name, such as the section or department's name, or an individual's name.

If each user registers their personal name as a sender name, they can select their sender name (to replace the unit's name), which is printed at the top of every document they send. (However, depending on the model of the recipient's machine, the sender's name may not be displayed.)

✐ NOTE

You can set to display and print the sender's name instead of the name stored as the unit's name in Sender's Names (TTI) from the Special Features screen. (See "Setting the Sender's Name as the Terminal ID," on p. 3-15.)

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Selecting the Type of Telephone Line," on p. 1-12.

2 Press [Sender's Names (TTI)].
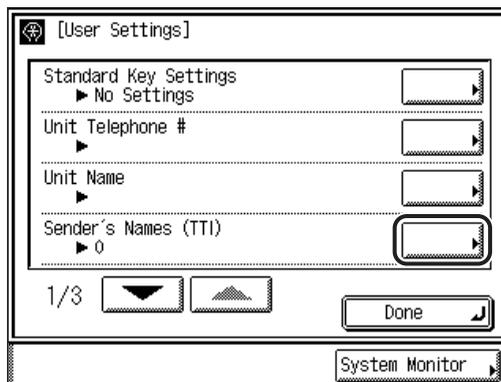
```
┌─────────────────────────────────────────┐
│ ⊛ [User Settings]                        │
│  ┌─────────────────────────────────┐     │
│  │ Standard Key Settings           │  ▶  │
│  │  ▶ No Settings                  │     │
│  │ Unit Telephone #                │  ▶  │
│  │  ▶                              │     │
│  │ Unit Name                       │  ▶  │
│  │  ▶                              │     │
│  │ Sender´s Names (TTI)            │  ▶  │
│  │  ▶ 0                            │     │
│  │ 1/3  ▼   ▲          Done ⏎      │     │
│  └─────────────────────────────────┘     │
│                        System Monitor ▶  │
└─────────────────────────────────────────┘
```

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the number under which you want to register the sender's name → press [Register].
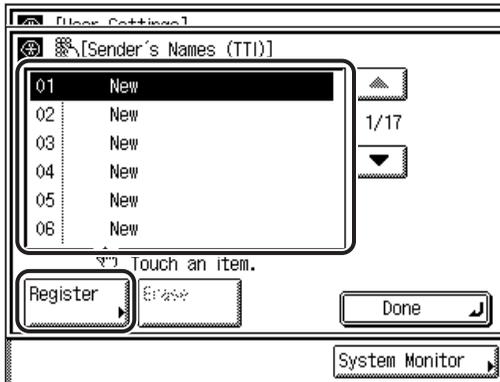
You can store up to 99 sender names (01 to 99).

If the desired number is not displayed, press [▼] or [▲] to scroll to the desired number.

You can also enter and specify the number under which you want to register the sender's name using ⓪ - ⑨ (numeric keys).

To delete a registered sender's name, select the number under which the name is registered → press [Erase]. Only one sender's name can be erased at a time.

4 Enter the sender's name → press [OK].
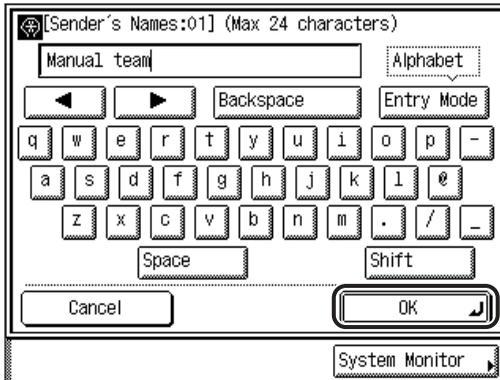
You can enter up to 24 characters for the sender's name.

To cancel registering the sender's name, press [Cancel].

The selected mode is set.

$\oslash$ NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press Ⓒ (Clear).

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Registering the Unit's Name

Your name or company's name must be registered as the unit's name (a department name is optional).

For example:

- Your name: John Smith

- Company name: Canon

- Company name and department: Canon-Accounting Dept.

When you send a document, the recipient's machine displays or prints your name or company's name (and department's name, if applicable) as the sender's information on the recording paper.

Some fax models also display sender information on the touch panel display during transmission.

1 Press Ⓐ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Selecting the Type of Telephone Line," on p. 1-12.

2 Press [Unit Name].
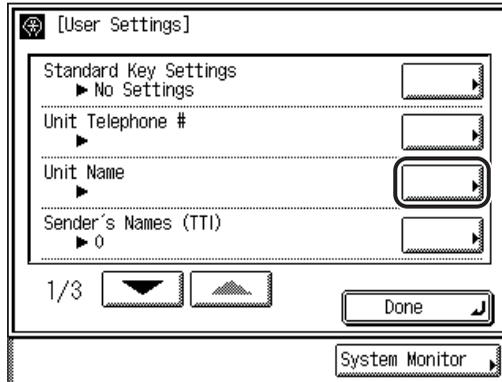
```
┌─────────────────────────────────────────┐
│ ⊕ [User Settings]                        │
│  ┌─────────────────────────────┐ ┌────┐  │
│  │ Standard Key Settings       │ │    │  │
│  │  ▶ No Settings              │ │    │  │
│  ├─────────────────────────────┤ ├────┤  │
│  │ Unit Telephone #            │ │    │  │
│  │  ▶                          │ │    │  │
│  ├─────────────────────────────┤ ├────┤  │
│  │ Unit Name                   │ │    │  │
│  │  ▶                          │ │    │  │
│  ├─────────────────────────────┤ ├────┤  │
│  │ Sender´s Names (TTI)        │ │    │  │
│  │  ▶ 0                        │ │    │  │
│  └─────────────────────────────┘ └────┘  │
│  1/3  ┌──▼──┐ ┌──▲──┐      ┌──────────┐  │
│       └─────┘ └─────┘      │ Done    ┘│  │
│                            └──────────┘  │
│  ┌────────────────────────┐              │
│  │             System Monitor ▶│          │
│  └────────────────────────┘              │
└─────────────────────────────────────────┘
```

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Enter a name → press [OK].

```
┌─────────────────────────────────────────┐
│ ⊕[Unit Name] (Max 24 characters)         │
│  ┌───────────────────────┐ ┌──────────┐  │
│  │ Canon|                │ │ Alphabet │  │
│  └───────────────────────┘ └──────────┘  │
│  ┌────┐ ┌────┐ ┌──────────┐ ┌──────────┐ │
│  │ ◀  │ │ ▶  │ │Backspace │ │Entry Mode│ │
│  └────┘ └────┘ └──────────┘ └──────────┘ │
│  [q][w][e][r][t][y][u][i][o][p][-]       │
│   [a][s][d][f][g][h][j][k][l][@]         │
│    [z][x][c][v][b][n][m][.][/][_]        │
│     ┌──────────┐       ┌────────┐        │
│     │  Space   │       │ Shift  │        │
│     └──────────┘       └────────┘        │
│  ┌──────────┐          ┌──────────┐      │
│  │ Cancel   │          │ OK      ┘│      │
│  └──────────┘          └──────────┘      │
│                     ┌────────────────┐   │
│                     │ System Monitor ▶│   │
│                     └────────────────┘   │
└─────────────────────────────────────────┘
```
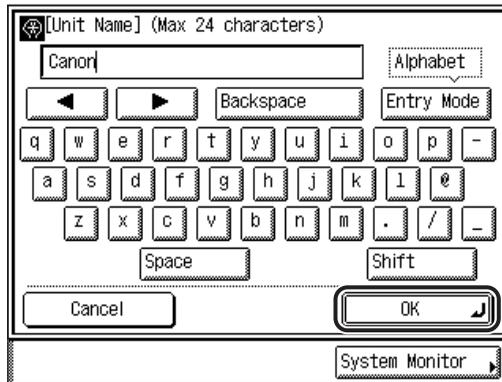
You can enter up to 24 characters for the unit's name.

To cancel registering the unit's name, press [Cancel].

The selected mode is set.

✎ NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press ⓒ (Clear).

4 **Press [Done] repeatedly until the Fax Basic Features screen appears.**

Introduction to Fax Functions

Flow of Sending Operations

This section describes the flow of basic sending operations.

✏ NOTE

- Before using the Fax function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
  - Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- The maximum number of send jobs that the machine can handle is 64. However, the actual number of send jobs that the machine can handle may be fewer than 64, if multiple documents are being sent at the same time.
- You can print a report that contains the results of all send jobs. (See "TX Report," on p. 7-3.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

● If the message <You must insert a control card.> appears:

❑ Insert a control card into the optional Card Reader-C1.
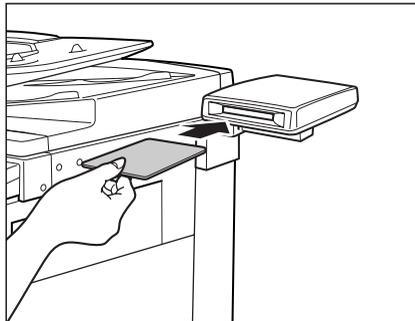
The Basic Features screen is displayed.

✏ NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

● **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

❑ Press [Department ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

❑ Press ⑩ (ID).
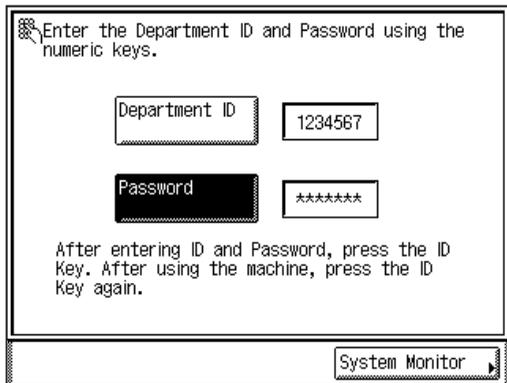
The Basic Features screen is displayed.

✎ NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

2 Press ⊡ (FAX).
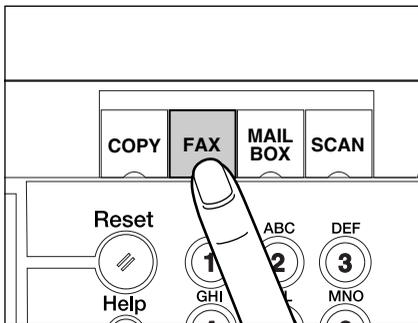
3 **Place your originals.**
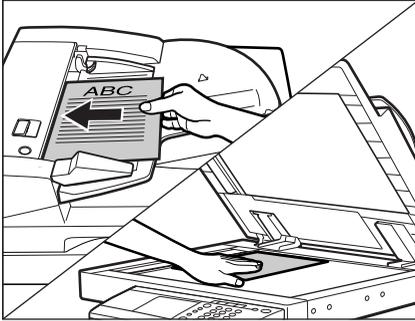
✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

4 **Specify the basic fax settings on the Fax Basic Features screen.**
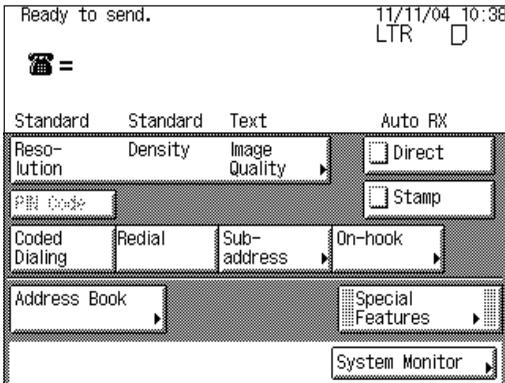
✐ NOTE

From the Fax Basic Features screen, you can specify the sending method (Direct, Speed Dialing or Redial), Resolution, Density, Image Quality, whether to stamp your originals after sending, or specify a subaddress.

5 Specify the desired fax modes on the Special Features screen.

❑ Press [Special Features].

```
Ready to send.                      11/11/04 10:38
                                    LTR     ▯
☎ =

Standard     Standard    Text           Auto RX
┌Reso-    ┐ Density    ┌Image  ┐       ┌☐ Direct ┐
│lution   │            │Quality│▶      └─────────┘
└─────────┘            └───────┘       ┌☐ Stamp  ┐
┌PIN Code ┐                            └─────────┘
└─────────┘
┌Coded    ┐┌Redial   ┐┌Sub-   ┐       ┌On-hook  ┐
│Dialing  ││         ││address│▶      │         │▶
└─────────┘└─────────┘└───────┘       └─────────┘
┌Address Book        ┐              ┌Special    ┐
│                    │▶             │Features   │▶
└────────────────────┘              └───────────┘
                                    ┌System Monitor┐
                                    └──────────────┘▶
```
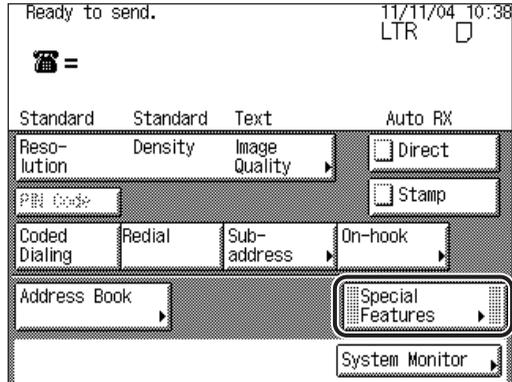
❑ Press the desired mode key to set the mode → press [Done] repeatedly until the Fax Basic Features screen appears.

```
┌Delayed TX         ┐              ┌Sender's    ┐
│                   │▶             │Names (TTI) │▶
└───────────────────┘              └────────────┘
┌Memory Inbox       ┐              ┌RX Mode     ┐
│                   │▶             │            │▶
└───────────────────┘              └────────────┘
┌2▶1-sided ┐┌Document    ┐
│          ││Size        │▶
└──────────┘└────────────┘
┌Zoom TX   ┐
│          │▶
└──────────┘
                            ┌   Done      ┐
                            └─────────────┘↵
                            ┌System Monitor┐
                            └──────────────┘▶
```
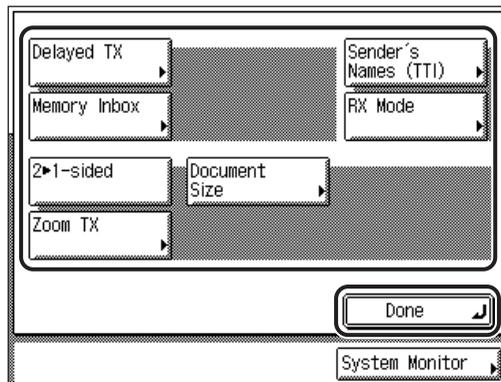
For more information on the available functions on the Special Features screen, see Chapter 3.

6 Specify the destinations.

✎ NOTE

A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new destinations can be specified.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

● **If a destination is stored in the Address Book:**

❑ Press [Address Book] → select the desired destination. (See "Address Book," on p. 2-19.)

```
Ready to send.                    11/11/04 10:39
                                  LTR      □
☎ =

Standard    Standard   Text              Auto RX
Reso-       Density    Image             ☐ Direct
lution                 Quality    ▶
PIN Code                                 ☐ Stamp
Coded       Redial     Sub-       On-hook
Dialing                address  ▶          ▶
Address Book                             ▓Special
          ▶                              ▓Features  ▶

                                 System Monitor  ▶
```
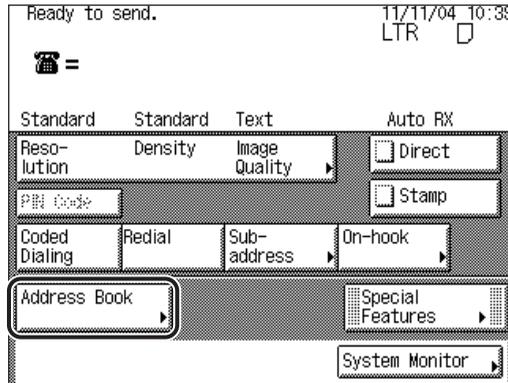
● **If a destination is not stored in the Address Book:**

❑ Enter the desired destination using ⓪ - ⑨ (numeric keys). (See "Numeric Keys," on p. 2-16.)

```
Ready to send.                    11/11/04 10:39
                                  LTR      □
☎ = 012XXXXXXX

Standard    Standard   Text       Backspace
Reso-       Density    Image
lution                 Quality  ▶
PIN Code                          Pause   Tone
Coded       Redial     Sub-
Dialing                address  ▶
Address Book                      Next
          ▶
                                 System Monitor  ▶
```
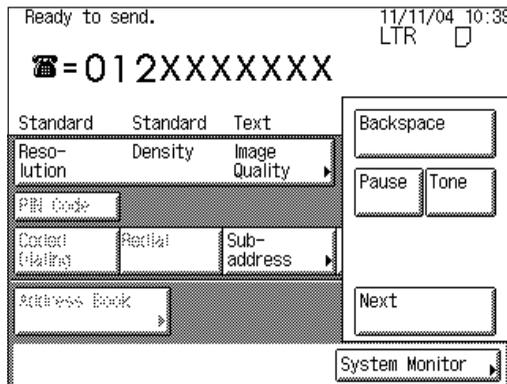
✎ NOTE

A maximum of 64 new destinations can be specified at the same time.

● **If a destination is stored in the One-Touch Speed Dialing Directory:**

❑ Press [Coded Dialing] → enter the three digit one-touch button code using ⓪ - ⑨ (numeric keys). (See "Coded Speed Dialing," on p. 2-24.)

```
Ready to send.                    11/11/04 10:41
                                  LTR      □
☎ =

Standard    Standard   Text           Auto RX
Reso-       Density    Image          □ Direct
lution                 Quality    ▶
PIN Code                           □ Stamp
Coded      Redial     Sub-       On-hook
Dialing               address  ▶           ▶
Address Book                       ▦Special
           ▶                        Features ▶
                                  System Monitor ▶
```
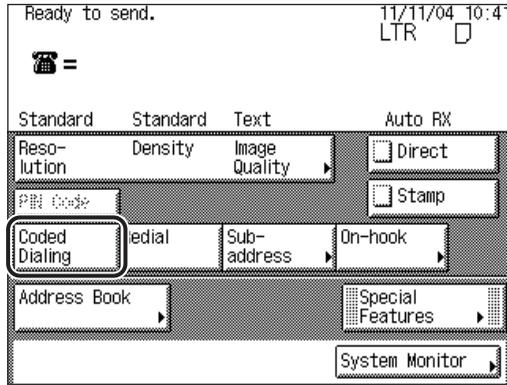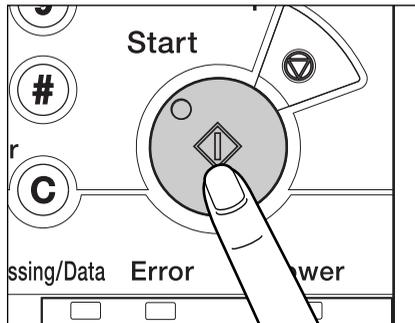
7 Press ⊚ (Start).

If the following screen is displayed, follow the instructions on the touch panel display → press ◎ (Start) once for each original. When scanning is complete, press [Done].

```
No. of entries: 1                    11/11/04 10:42
                                        LTR    □
   ☎ = Canon Inc.
  *001  012XXXXXXX
 0001 (P  1 ) Scan next pg.: Start key

 Standard    Standard   Text        LTR    □
 Reso-       Density    Image     │Document
 lution                 Quality   ▶│Size        ▶

   ┌─┐
   │1│ Page              Avail. Mem.   99%
   └─┘
 ┌──────────────┐        ┌──────────────┐
 │   Cancel     │        │   Done     ↵ │
 └──────────────┘        └──────────────┘
 ┌──┐ 0001  Fax                ┌──────────────┐
 │📠│ Waiting to scan...       │System Monitor ▶│
 └──┘                          └──────────────┘
```
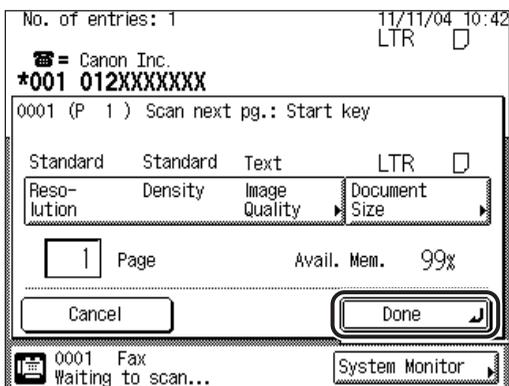
Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

🖑 IMPORTANT

The size of the original is detected automatically. However, if the output paper in the recipient's machine is not equal to the scanned document size, the original image may be reduced in size to match it.

8 If you want to cancel sending, press ▷ (Stop).
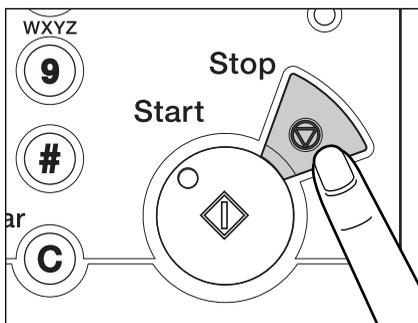
✎ NOTE

- You can press ▷ (Stop) to cancel a send job that is being scanned.
- For instructions on canceling a send job, see "Canceling a Job," on p. 1-42.
- You can also cancel a send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-43.)

9 When scanning is complete, remove your originals.

10 If the optional Card Reader-C1 is attached, remove the control card.
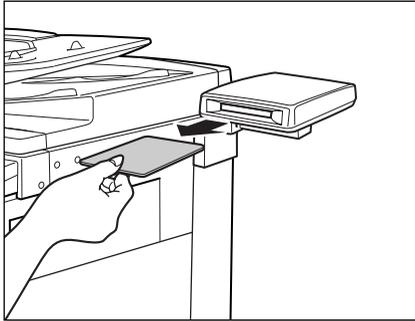
✎ NOTE

For instructions on using the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide.*

11 If Department ID Management is set, press ⓘ (ID).

✎ NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide.*

Placing Originals

Place your originals on the platen glass or into the optional feeder, depending on the size and type of the original, and the send settings that you have specified.

■ Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ Feeder

Place the originals into the feeder when you want to scan several originals at the same time, and press ◉ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

🖑 IMPORTANT

You can scan originals in the feeder only if the optional Feeder (DADF-N1) is attached.

Document Sizes

The size of the original is automatically detected, and the document is scanned. If the output paper in the recipient's machine is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See "Document Size," on p. 3-21.)

Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass
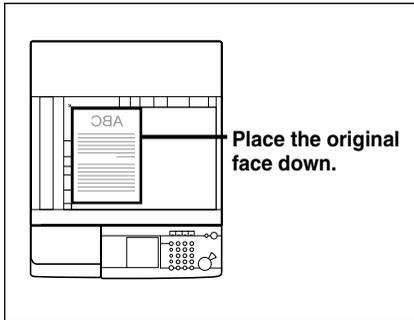
Vertical Placement
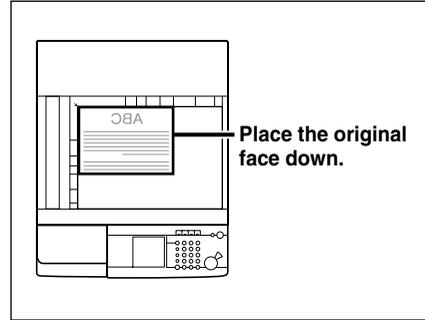
Horizontal Placement

Feeder
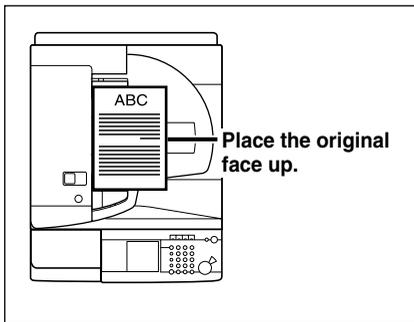
Vertical Placement
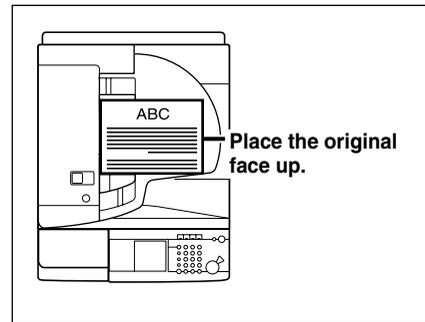
Horizontal Placement

✎ NOTE

• If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan and send modes that you have set.

• Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.

  - Platen glass: LTR, STMT
  - Feeder: LTR, STMT

• Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.

• 11" x 17" and LGL originals must be placed horizontally.

Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Document Size," on p. 3-21.)

✎ NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

1 **Lift the feeder/platen cover.**
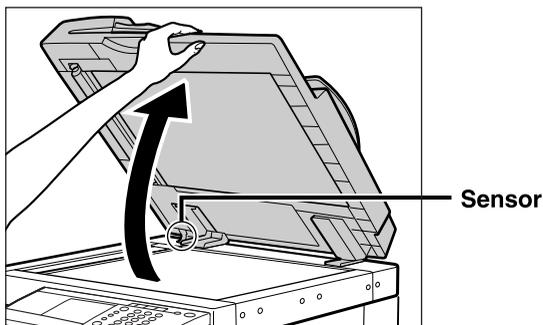
Sensor

🖑 IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 11 7/8" (300 mm) so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 **Place your originals face down.**
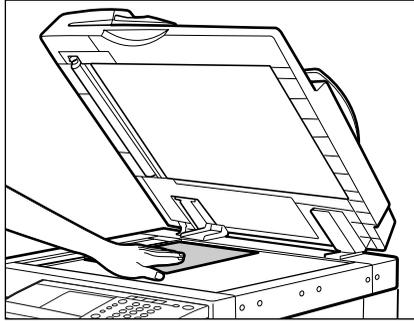
The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).
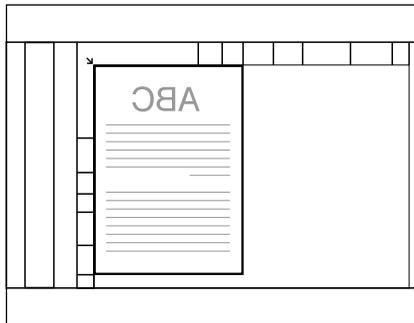

Place books and other bound originals on the platen glass in the same way.

✎ NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder/platen cover.
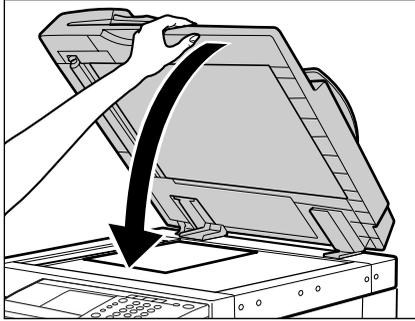
⚠ CAUTION

- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to scan thick books. Doing so may damage the platen glass and result in personal injury.**

◖ IMPORTANT

If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before scanning.

✐ NOTE

- Remove the original from the platen glass when scanning is complete.
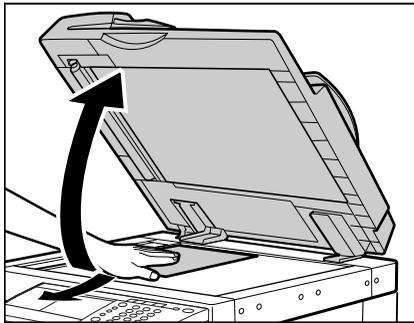
• The size of STMT and STMTR originals cannot be detected. After pressing
  ⊙ (Start), follow the instructions on the screen to specify the original size. You can
  also manually select the paper size.
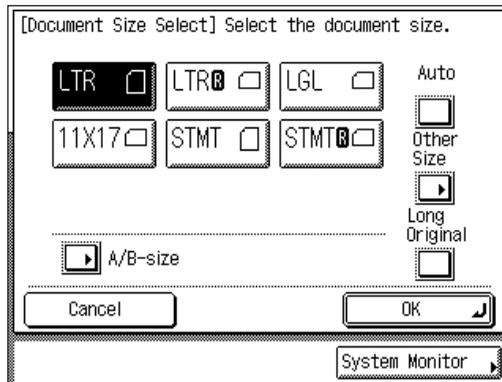
Feeder (DADF-N1) (Optional)

You should use the feeder when you want to scan several originals at the same
time. Place the originals into the feeder and press ⊙ (Start). The machine
automatically feeds the originals to the platen glass and scans them into memory.
Two-sided originals can also be automatically turned over and scanned as
two-sided documents.

You can place the following originals into the feeder's original supply tray:

• Weight:
  - 13 to 32 lb bond (50 to 128 g/m^2)
• Size:
  - 11" x 17", LGL, LTR, LTRR, STMT or STMTR
• Tray Capacity:
  - 50 sheets (20 lb bond (80 g/m^2))
  - 10 sheets (13 lb bond (50 g/m^2))

🖐 IMPORTANT

  • Do not place the following types of originals into the feeder:
    - Originals with tears or large binding holes
    - Severely curled originals or originals with sharp folds
    - Clipped or stapled originals
    - Carbon backed paper or other originals which may not feed smoothly
    - Transparencies and other highly transparent originals

- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them into the feeder.

1 **Adjust the slide guides to fit the size of your originals.**
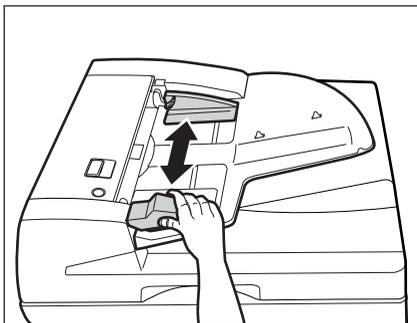
2 **Neatly place your originals with the side to be scanned face up in the original supply tray.**

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.
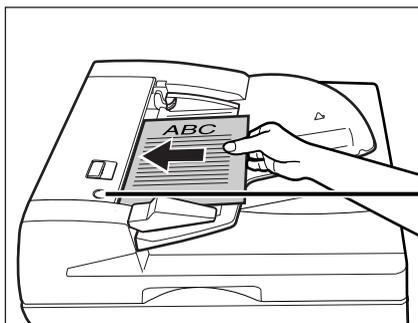
Original Set Indicator

If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the scanned image, you can continue to scan your documents by pressing [Done].

It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see Chapter 7, "Routine Maintenance," in the *Reference Guide.*


```
Ready to send.                    11/11/04 10:49
                                       Auto
☎ =
    ⚠ Originals may not be scanned clearly
Sta   (streaks may appear).
Res   Clean the thin glass strip on the
lut   original scanning area with a damp, well
      wrung-out cloth.
PIN
Coc
Dia
Adc                            ┌──────────┐
                               │  Done  ↵ │
                               └──────────┘

Original scanning area          ┌───────────────┐
is dirty.                       │ System Monitor ▸│
                                └───────────────┘
```
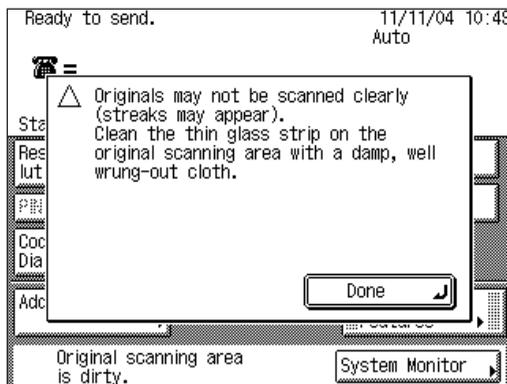
🖐 IMPORTANT
- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.

Original Output Area
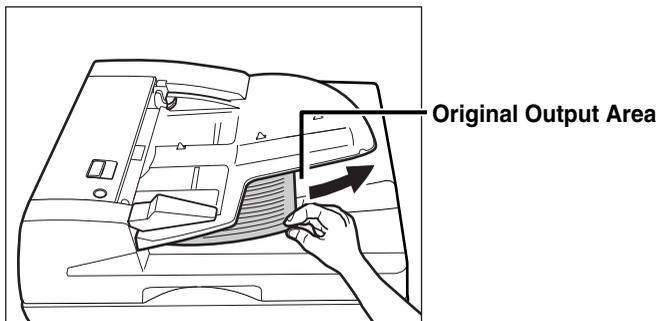
✐ NOTE
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- When you are enlarging LTR or STMT originals onto 11" x 17" or LGL paper, place the originals horizontally.

Canceling a Job

You can cancel a fax job using the touch panel display, System Monitor screen, or by pressing ⊳ (Stop) on the control panel.

Using the Touch Panel Display

You can cancel a fax job by pressing [Cancel], while the job is being scanned.

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning.**

```
Mode settings can be made.              11/11/04  10:52
                                        LTR      □
       ☎ = Canon Inc.
   *001  012XXXXXXX
  0001 (P  0 ) Scanning...

  Standard     Standard    Text         LTR      □
  Reso-        Density     Image        Document
  lution                   Quality    ▶ Size       ▶

      0   Page

     Cancel                            Done       ↵

  📠 0001   Fax                      System Monitor ▶
      Scanning...
```
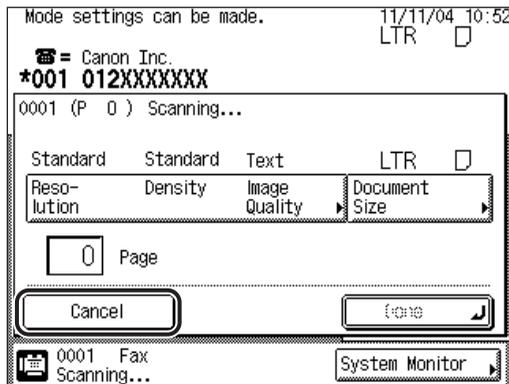
The send job is canceled.

2 **Remove your originals.**

Using the Stop Key

You can cancel a send job by pressing ⊘ (Stop), while the job is being scanned.

1 Press ⊘ (Stop).
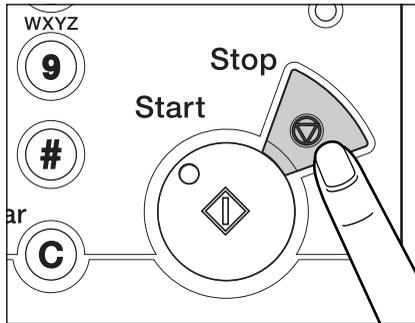
The send job is canceled.

2 Remove your originals.

Using the System Monitor Screen

You can cancel a send job while it is waiting to be processed, or while it is being sent.

1 Press [System Monitor].

2 Press [Fax].

```
Copy        Fax        Print       Device
■ Paper       ⊞ ⊔            ■ Scanner
  Info.       ❶ ▭ LTR   ▢
              ❷ ▭ LTR▣ ▭
              ❸ ▭ LGL   ▭     ■ Printer
              ❹ ▭ 11x17 ▭

■ Avail. Memory   99 %         ■ Fax
                               ▣Fax
■ Recovery Steps               Sending...

                               ■ Network RX
 Consumable ▸

                                        Done  ⏎
```
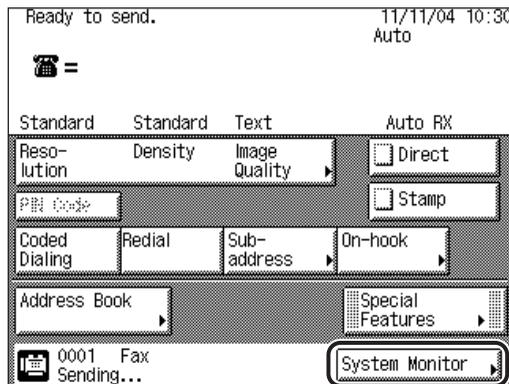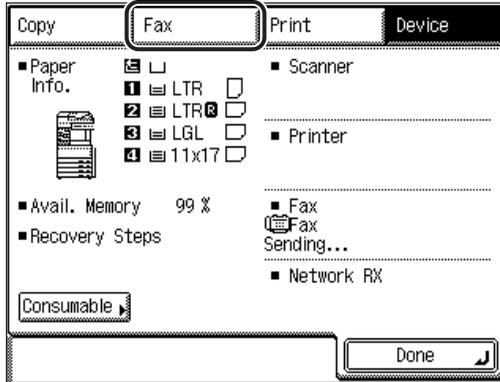
3 Select [TX Job Status] or [RX Job Status].

```
Copy        Fax        Print       Device

 TX Job Status   RX Job Status   Log

▶ 0001 10:22 ▣destination1 Sending...    ▲
● 0002 10:24 ▣destination4 Waiting
● 0003 10:24 ▣destination5 Waiting       1/1

                                          ▼

 Details    Cancel


🖵 0001  Fax                            Done  ⏎
    Sending...
```
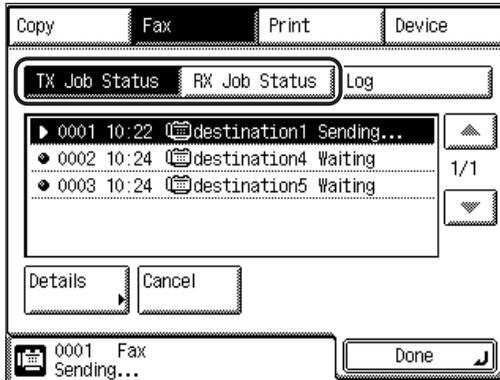
4 Select the fax job that you want to cancel → press [Cancel].
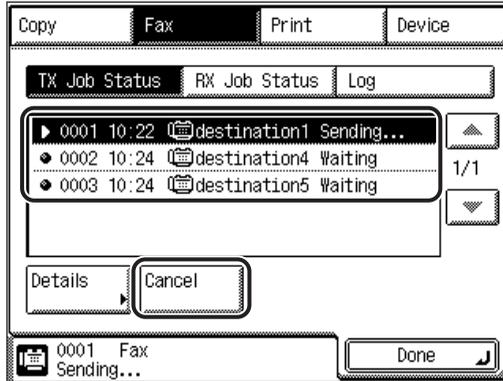
If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll through the list.

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

If a job is in the process of being sent, it may not be canceled even if you press [Cancel].

The message <Is it OK to cancel?> appears on the touch panel display.

5 Press [Yes].
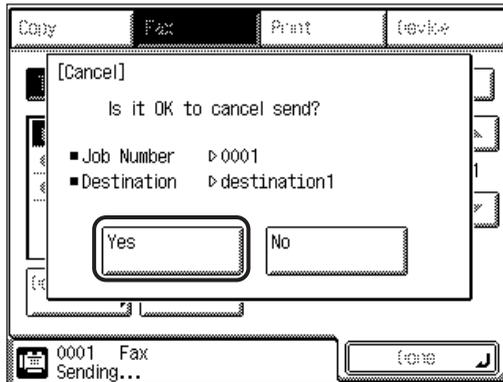
If you do not want to cancel the job, press [No].

● **To cancel a Sequential Broadcast:**

❑ Select the Sequential Broadcast job to be canceled → press [Details] → [Broadcast List] to verify the destinations of the fax job.

❑ Press [Done] repeatedly until the Status screen appears → press [Cancel].

❑ Press [All] or [Only One].
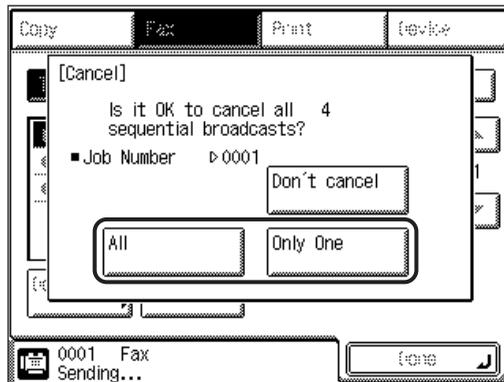
If you select [Only One], the job that is currently being sent is canceled.

If you do not want to cancel any job of the Sequential Broadcast, press [Don't cancel].

The message <Canceling...> appears for approximately two seconds on the touch panel display.
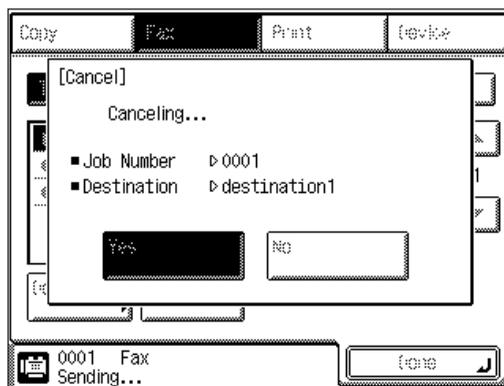
The fax job is canceled.

✎ NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

6 Press [Done].

The display returns to the Fax Basic Features screen.

Introduction to Fax Functions

Basic Send and Receive Methods

2

This chapter describes the basic methods for sending and receiving documents.

Resolution, Density, and Image Quality

To ensure that a received fax document is easy to read, set the resolution, density, and image quality to match the originals you are sending.

📝 NOTE

- You can store the most frequently used resolution, density, and image quality settings. (See "Changing the Standard Fax Settings," on p. 5-14.)
- If you frequently scan dark, faint, or difficult to see originals, it is recommended that you set the standard density in advance. (See "Setting the Standard Density," on p. 5-11.)
- Modes that are specified before sending your originals return to their default settings when scanning completes or the preset Auto Clear Time is reached.
- Although originals sent in the Fine, Super Fine, Ultra Fine, Photo, or Text/Photo modes enhance image clarity, transmission may take longer than if the originals are sent in the Standard mode.
- The default settings are:

  - Resolution: Standard
  - Density: Standard
  - Image Quality: Text

■ Resolution

Adjusts the resolution for documents with fine text and thin lines. The higher the resolution, the higher the output quality, but the scanning speed is slower. The following settings are available:

Standard: Use when sending normal, typewritten, or printed documents containing only text and no drawings, photographs, or illustrations.

Fine: Use for sending originals at twice the detail of the Standard resolution mode.

Super Fine: Use for sending originals at four times the detail of the Standard resolution mode. If the recipient's machine does not support this mode, the document is automatically sent in the Fine mode.

Ultra Fine: Use for sending originals at eight times the detail of the Standard resolution mode. If the recipient's machine does not support this mode, the document is automatically sent in the Super Fine or Fine mode.

- If you are using the Ultra Fine mode with the Image Quality mode set to 'Photo', transmission may be slow.
- If the recipient's machine does not support the Super Fine or Ultra Fine mode, the document is sent at the set resolution of the recipient's machine.

■ Density
Adjusts the lightness/darkness of originals scanned for sending:

Dark: Use for documents with light text or colors.

Standard: Use for documents with normal, printed, or typewritten text.

Light: Use for documents with dark text or colors.

■ Image Quality
You can manually select the image quality according to the type of original you are scanning. The following three image quality modes are available:

Text: This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

Text/Photo: This mode is best suited for scanning originals containing both text and images/photos, such as magazines or catalogues.

Photo: This mode is best suited for scanning images printed with halftone dots.

1 Place your originals → press [Resolution/Density/Image Quality].
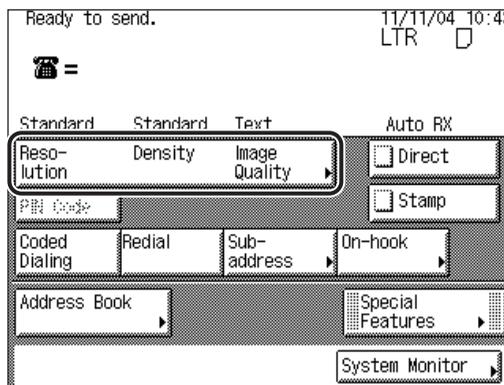

```
Ready to send.                    11/11/04 10:43
                                  LTR    □
☎ =

Standard     Standard   Text            Auto RX
Reso-        Density    Image        □ Direct
lution                  Quality  ▶
PIN Code                              □ Stamp
Coded        Redial     Sub-         On-hook
Dialing                 address  ▶            ▶
Address Book                         Special
            ▶                        Features  ▶
                                     System Monitor ▶
```

✎ NOTE
For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Select the resolution, density, and image quality of the document you are sending → press [Done].
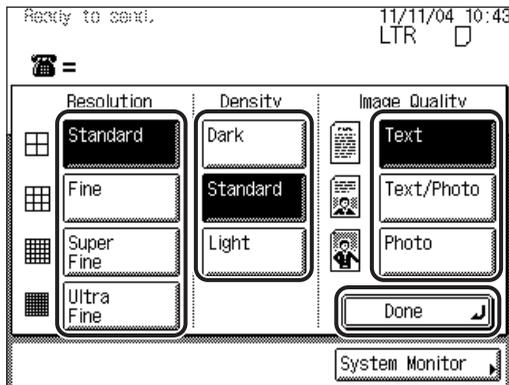
The selected mode is set, and the display returns to the Fax Basic Features screen.

3 Specify the destination → press ⊙ (Start).

For more information on specifying the destination, see "Dialing Methods," on p. 2-16.

If you want to specify other sending conditions, set them before specifying the destination. (See "Sending Methods," on p. 2-5, and Chapter 3, "Special Fax Functions.")

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE

To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Sending Methods

This section describes the methods and advantages of Memory Sending and Direct Sending. It also describes how to stamp sent or scanned originals.

✎ NOTE

If a paper jam occurs in the optional feeder while the original is being scanned, transmission is canceled. Try scanning again.

■ **Memory Sending**

Sends the documents after they have been scanned into the machine's memory. Document scanning and sending is faster. You can start scanning a document for sending even while the machine is busy performing other tasks.

■ **Direct Sending**

Sends the documents directly, without storing the data in the machine's memory. Direct Sending is slower than Memory Sending, but since this method bypasses memory, you can send a document ahead of other documents stored in memory.

Memory Sending

All of the originals to be sent are first scanned and read into memory, then sent.

This enables you to get your document back quickly so that you do not need to stay near the machine once the originals have been scanned.

Memory Sending takes place unless Direct Sending is specified.

🖑 IMPORTANT

Memory Sending is automatically set when using the Delayed Send mode, or when multiple destinations are specified.

✎ NOTE

• The machine can hold a total of approximately 8,000 sent and received pages in memory.
• If the memory becomes full, delete unnecessary received documents using the System Monitor screen. (See Chapter 4, "Checking/Changing the Fax Status.")

1 **Place your originals.**

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 **Select the desired send settings.**

For instructions on selecting the send settings, see:

• "Resolution, Density, and Image Quality," on p. 2-2

• "Stamping Originals," on p. 2-14

• Chapter 3, "Special Fax Functions"

3 **Specify the destination.**

For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.

4 **Press ⊚ (Start).**

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

```
No. of entries: 1                    11/11/04 10:48
                                     LTR    ☐

  ☏=012XXXXXXX

0001 (P  1 ) Scan next pg.: Start key

Standard   Standard   Text        LTR    ☐
 ┌─────────┬──────────┬──────────┬──────────┐
 │ Reso-   │ Density  │ Image    │ Document │
 │ lution  │          │ Quality ▸│ Size    ▸│
 └─────────┴──────────┴──────────┴──────────┘

  ┌───┐
  │ 1 │ Page          Avail. Mem.   99%
  └───┘
 ........................................
  ┌──────────┐              ┌──────────┐
  │ Cancel   │              │ Done   ↵ │
  └──────────┘              └──────────┘

 ┌──┐ 0001  Fax            ┌────────────────┐
 │📠│ Waiting to scan...   │ System Monitor ▸│
 └──┘                      └────────────────┘
```
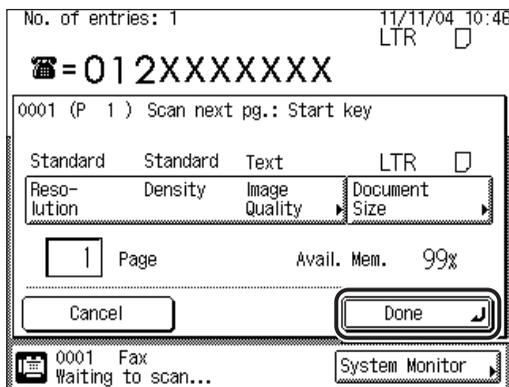
To change the document size from the pop-up screen that appears while the machine is scanning, press [Document Size] → select the document's size → press [OK].

```
[Document Size Select] Select the document size.

   LTR  ▢   LTR▯ ▭   LGL   ▭      Auto
                                   ▢
   11X17▭  STMT ▢   STMT▯▭   Other
                              Size
                               ▶
   ─────────────────────    Long
       ▶ A/B-size           Original
                               ▢

   ┌──────────┐         ┌──────────┐
   │  Cancel  │         │    OK   ↵│
   └──────────┘         └──────────┘

   📠 0001  Fax           ┌───────────────┐
      Waiting to scan...  │ System Monitor ▶│
                          └───────────────┘
```
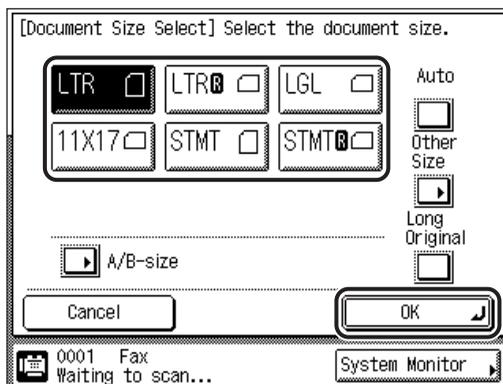
To change the resolution, density, and image quality of the document while the machine is scanning, press [Resolution/Density/Image Quality] on the pop-up screen that appears while the machine is scanning → specify each setting → press [Done].

```
No. of entries: 1              11/11/04 10:47
                               LTR    ▢
   ☎ = 0 1 2 X X X X X X X

   Resolution      Density      Image Quality
  ┌─────────┐   ┌─────────┐  ┌──┐┌─────────┐
 ⊞│Standard │  │ Dark    │  │▤▤││ Text    │
  └─────────┘   └─────────┘  └──┘└─────────┘
  ┌─────────┐   ┌─────────┐  ┌──┐┌─────────┐
 ⊞│ Fine    │  │Standard │  │▤▤││Text/Photo│
  └─────────┘   └─────────┘  └──┘└─────────┘
  ┌─────────┐   ┌─────────┐  ┌──┐┌─────────┐
 ▦│ Super   │  │ Light   │  │▨▨││ Photo   │
  │ Fine    │   └─────────┘  └──┘└─────────┘
  └─────────┘                ┌─────────┐
  ┌─────────┐                │ Done   ↵│
 ▦│ Ultra   │                └─────────┘
  │ Fine    │
  └─────────┘

   📠 0001  Fax           ┌───────────────┐
      Waiting to scan...  │ System Monitor ▶│
                          └───────────────┘
```
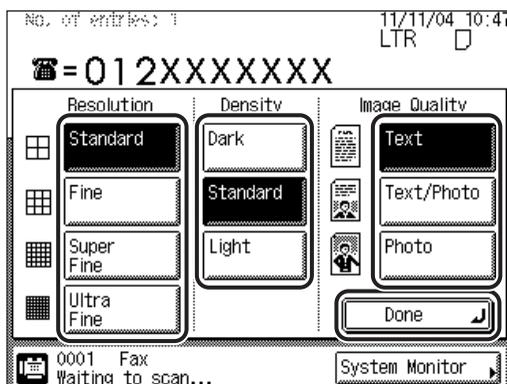
Scanning starts, and the documents are sent from memory.

The display returns to the Fax Basic Features screen after scanning is complete.

During transmission, the transaction number, destination's telephone number, and page number currently being sent, are displayed in the Job Monitor area.


```
Ready to send.                    11/11/04  10:48
                                  LTR    □
☎ =

Standard      Standard    Text          Auto RX
┌─────────┬──────────┬──────────┐  ┌──────────────┐
│ Reso-   │ Density  │ Image    │  │ ☐ Direct     │
│ lution  │          │ Quality ▶│  └──────────────┘
├─────────┴──────────┴──────────┤  ┌──────────────┐
│ PIN Code                      │  │ ☐ Stamp      │
├─────────┬────────┬────────────┤  ├──────────────┤
│ Coded   │ Redial │ Sub-       │  │ On-hook      │
│ Dialing │        │ address ▶  │  │           ▶  │
├─────────┴────────┴────────────┤  └──────────────┘
│ Address Book                  │  ┌──────────────┐
│                          ▶    │  │ Special      │
│                               │  │ Features   ▶ │
├───────────────────────────────┤  ├──────────────┤
│ 📠 0001  P.0005/P.0025        │  │ System Monitor ▶│
│    Sending...                 │  └──────────────┘
└───────────────────────────────┘
```
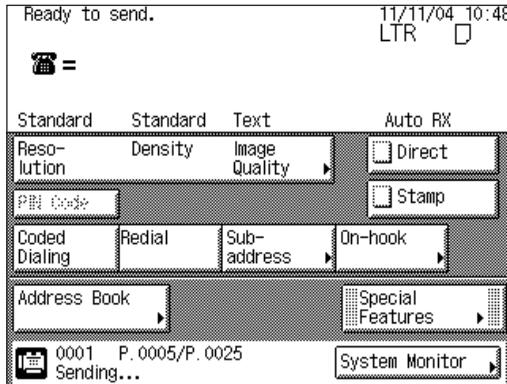
✎ NOTE

- To cancel scanning, press [Cancel] on the touch panel display or ▷ (Stop) on the control panel.
- The available memory is displayed in the lower right corner of the screen.
- The transaction number is used for reference when checking the transmission results, changing the destination, or canceling the fax job. (See "Checking/Changing the Status of Fax Jobs," on p. 4-2.)
- If there is no response from the recipient's machine or if a transmission error occurs, the machine automatically redials the number and attempts to send the document again. Automatic redialing is carried out twice, at two minute intervals. (See "Auto Redial," on p. 5-45.)
- If you cannot send the document after redialing, check the destination's telephone number. Replace the original, and try sending the document again.

Direct Sending

Direct Sending enables you to send your document directly to the recipient without storing it in memory. The machine sends each page of the document to the destination as it is scanned.

Although Direct Sending is slower than Memory Sending, you can use Direct Sending when you need to send an urgent document ahead of other documents stored in memory.

1 Place your originals.

✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Direct].

A check mark (☑) appears in the box to the left of [Direct].

✐ NOTE

If you want to cancel Direct Sending, press [Direct] again.

3 Select the desired send settings.

For instructions on selecting the send settings, see:

- "Resolution, Density, and Image Quality," on p. 2-2
- "Stamping Originals," on p. 2-14
- Chapter 3, "Special Fax Functions"

4 Specify the destination.

For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The display returns to the Fax Basic Features screen after your originals are sent.

During transmission, the transaction number, destination's telephone number, and page number currently being sent are displayed in the Job Monitor area.

If the transmission completes successfully, the message <Transmission OK> appears in the Job Monitor area for approximately two seconds.

After the original has been sent, Direct Sending is canceled automatically.

⊘ NOTE

To cancel scanning, press [Cancel] on the touch panel display or ⊘ (Stop) on the control panel.

Sending Fax Documents Manually

This mode enables you to manually send fax documents after checking that the destination is ready to receive fax transmissions.

🖐 IMPORTANT

- Manual Sending enables you to send a document consisting of two or more pages only if you use the optional Feeder (DADF-N1). However, you can only send one page at a time when you place your originals on the platen glass.
- If you cancel Manual Sending during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing an Activity Report. See "Activity Report," on p. 7-6.

1 Place your originals.
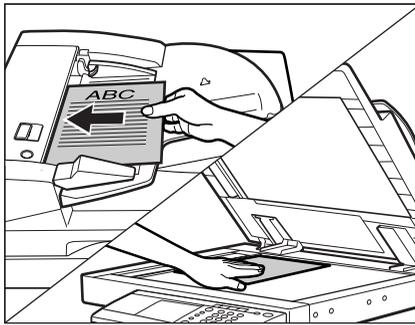
✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure that the machine is ready to send.
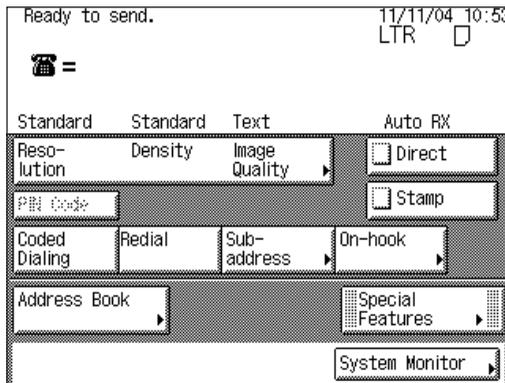
3 Press [On-hook].
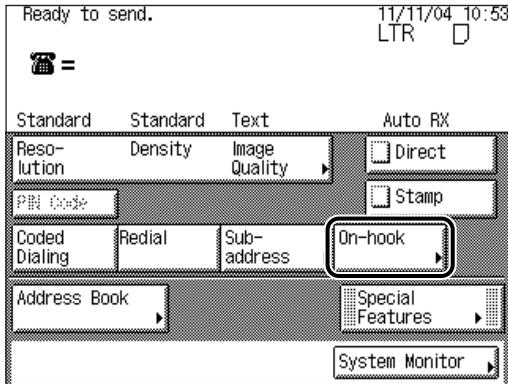
You should hear the dial tone.

4 Specify the destination using ⓪ - ⑨ (numeric keys) or by pressing [One-touch Dialing].
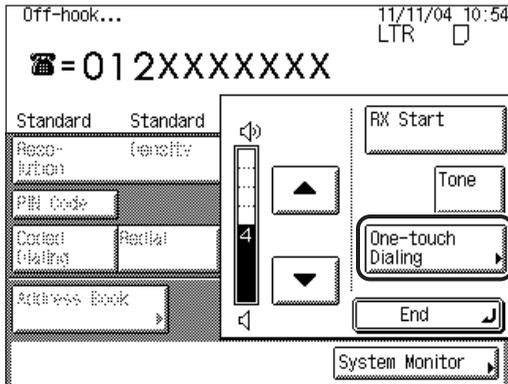
You can enter an extension number after dialing the fax number.

Details of each item are shown below.

[RX Start]: This key is used only for receiving data from a fax information service. It is not used when sending. (See "Fax Information Services," on p. 3-41.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears. (See "Fax Information Services," on p. 3-41.)

<⊲> or <⊲》>: Press [▼] (reduce) or [▲] (increase) to adjust the volume of the dial tone.

[One-touch Dialing]: Press to specify destinations using the one-touch buttons. (See "Address Book," on p. 2-19.)

📎 NOTE

• You can change settings for Resolution, Density, and Image Quality before you start sending. (See "Resolution, Density, and Image Quality," on p. 2-2).

• To cancel Manual Sending, press [End].

5 When you hear the other party or carrier signal (a high-pitched tone), press ⊚ (Start).
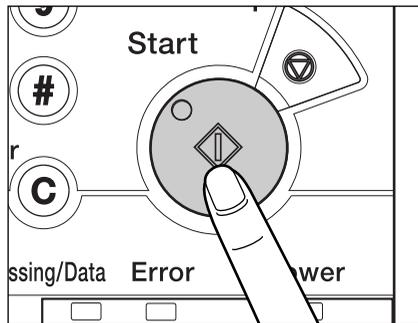
Scanning starts and the document is sent.

During the transmission, the transaction number, destination's telephone number, and page number are displayed in the Job Monitor area.

Stamping Originals

The machine can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned originals.

Vertical placement

Horizontal placement

Position at which stamp is applied.

Position at which stamp is applied.
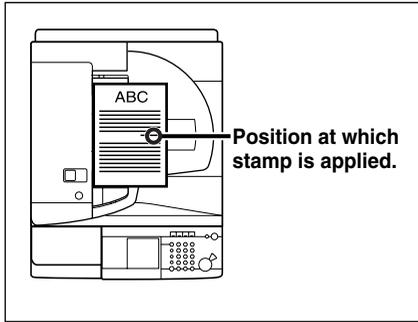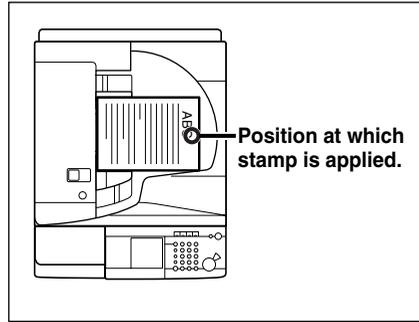
🖐 IMPORTANT

- The Stamp mode cannot be used with the Document Size (Other Size) mode.
- The Stamp mode cannot be used when sending a fax document in the Direct Sending mode.

✏ NOTE

The Stamp mode can be set only if the optional Feeder (DADF-N1) is attached.

1 Place your originals into the feeder.

✏ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Stamp].

```
Ready to send.                11/11/04 10:57
                              LTR    ▯
☎ =

Standard    Standard   Text          Auto RX
Reso-       Density    Image         ☐ Direct
lution                 Quality  ▸
PIN Code                             ☐ Stamp
Coded      Redial      Sub-    On-hook
Dialing                address ▸           ▸
Address Book                   ▓Special
                       ▸       ▓Features    ▸
                               System Monitor ▸
```
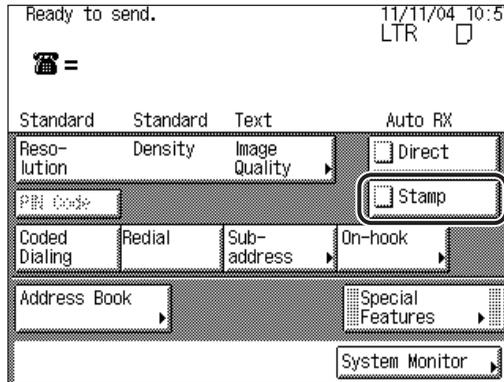
A check mark (☑) appears in the box to the left of [Stamp].

$\oslash$ NOTE

To cancel the Stamp mode, press [Stamp] again.

3 Specify the destination → press ⓞ (Start).

Scanning starts.

A stamp mark (⊕) appears on the original.

$\oslash$ NOTE

• For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.
• If the stamp is not marked clearly, see Chapter 7, "Routine Maintenance," in the *Reference Guide*.

Basic Send and Receive Methods

Dialing Methods

This machine provides you with four ways to specify the fax destination:

■ **Using the Numeric Keys**
You can specify one or more destinations using ⓪ - ⑨ (numeric keys).

■ **Redialing**
You can specify the last destination that was dialed with ⓪ - ⑨ (numeric keys) by pressing [Redial] on the Fax Basic Features screen.

■ **Using Coded Speed Dialing**
You can specify one or more destinations by pressing [Coded Dialing] on the Fax Basic Features screen followed by a three digit code.

■ **Using the Address Book**
Specify the destination by pressing [Address Book] on the Fax Basic Features screen, and select a destination from the Address Book.

Numeric Keys

You can dial the fax number of one or more recipients using ⓪ - ⑨ (numeric keys) on the control panel.

🖐 IMPORTANT
If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On' when the machine is in the System Management mode, you cannot specify a destination using ⓪ - ⑨ (numeric keys).

1 Place your originals.

✐ NOTE
For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → enter the recipient's fax number using ⓪ - ⑨ (numeric keys).
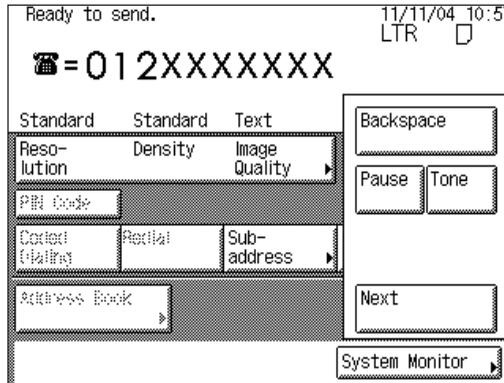
Details of each item are shown below.

[Backspace]: Press to delete the last number entered.

[Pause]: Press to insert a pause of several seconds in the fax number that you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 5-43.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears. (See "Fax Information Services," on p. 3-41.)

[Next]: Press to specify another destination after specifying the first destination using the numeric keys.

✋ IMPORTANT
You cannot insert a pause at the beginning of a number.

✏ NOTE
- You can enter a maximum of 120 characters for the fax number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press ⓒ (Clear) to clear your entry.

3 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Redialing

Redialing enables you to specify the last destination that was dialed using the numeric keys. This mode is useful if you are sending several documents to the same destination.

🖑 IMPORTANT

If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On' when the machine is in the System Management mode, you cannot use the Automatic Redial mode.

✐ NOTE

• If you specify more than one destination using the numeric keys, you can only redial the last destination specified.
• You cannot redial a destination that you specified using One-Touch Speed Dialing or Coded Speed Dialing.
• You cannot redial a destination that you specified after pressing [On-hook].

1 Place your originals.

✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Redial].


```
Ready to send.                    11/11/04 10:58
                                  LTR    □
☎ =

Standard    Standard    Text           Auto RX
┌─────────┐┌─────────┐┌─────────┐  ┌──────────────┐
│Reso-    ││Density  ││Image    │  │ □ Direct     │
│lution   ││         ││Quality ▶│  └──────────────┘
└─────────┘└─────────┘└─────────┘  ┌──────────────┐
┌─────────┐                        │ □ Stamp      │
│PIN Code │                        └──────────────┘
└─────────┘
┌─────────┐┌─────────┐┌─────────┐  ┌──────────────┐
│Coded    ││Redial   ││Sub-     │  │On-hook      ▶│
│Dialing  ││         ││ddress  ▶│  └──────────────┘
└─────────┘└─────────┘└─────────┘
┌──────────────────┐               ┌──────────────┐
│Address Book     ▶│               │Special       │
└──────────────────┘               │Features     ▶│
                                   └──────────────┘
                                   ┌──────────────┐
                                   │System Monitor▶│
                                   └──────────────┘
```
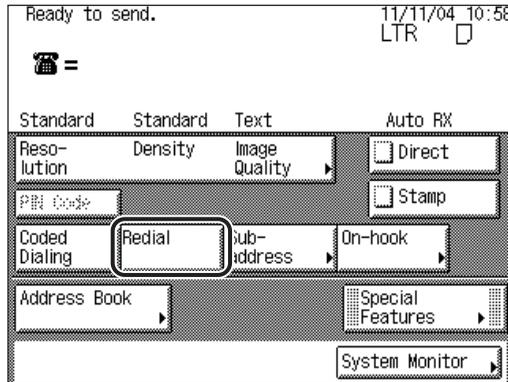
The number that you last dialed using the numeric keys is displayed in the Job Monitor area.

3 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Address Book

The Address Book is a directory for storing fax destinations. A maximum of 200 destinations can be stored. Storing a destination in the Address Book saves you the effort of entering frequently used destinations' fax numbers each time you send a job.

✎ NOTE
- Destinations must be stored in the address book beforehand.
- You cannot redial a destination that has been selected from the Address Book.

1 Place your originals.

✎ NOTE
For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 **Make sure the machine is ready to send → press [Address Book] → select the destination.**

Ready to send.   11/11/04 11:12
                                   LTR   □

☎ =

Standard   Standard   Text   Auto RX
Reso-   Density   Image   ☐ Direct
lution   Quality ▶
PIN Code   ☐ Stamp
Coded   Redial   Sub-   On-hook
Dialing   address ▶   ▶
Address Book   ▓Special
            ▶   ▓Features ▶
                                   System Monitor ▶
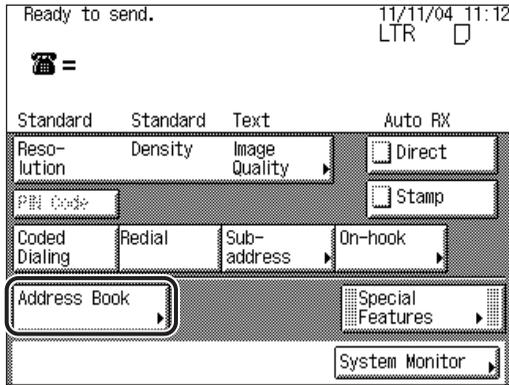
● **If you want to select the destination using use the One-Touch Speed Dialing keys:**

❑ Press [▭] (Index)

[Address Book]   Canon   ▶   ━━━ **Index**
(Selected: 0)

┌─────────────────────────────────────┐
│   │
└─────────────────────────────────────┘

Canon Inc.   U.S.A.   CANADA

EUROPE   FRANCE   U.K.

DEUTSCHLAND   S&S

▶ Alphabetic   Done   ⏎
  Order

                       System Monitor ▶
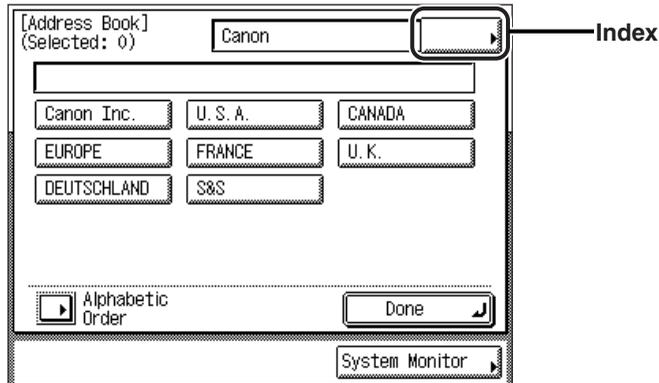
❑ Select the index where the desired destination is stored.
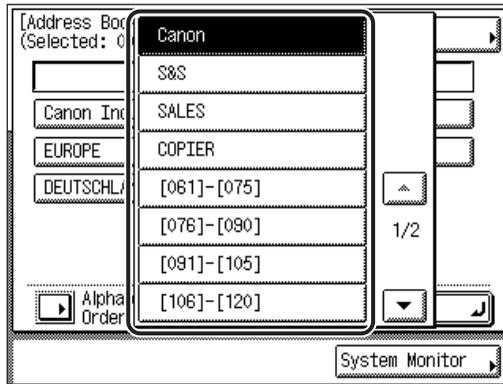
$\oslash$ NOTE

If the desired destination is not displayed, press [▼] or [▲] to scroll through the list.

❑ Select the destination → press [Done].
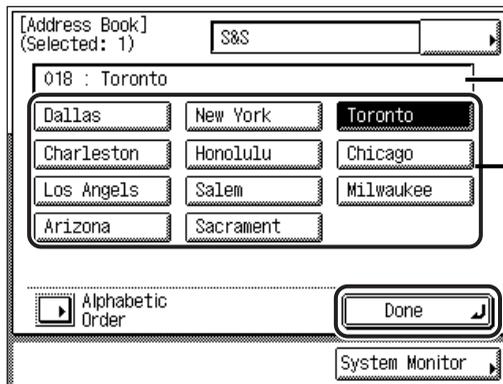
Speed Dialing Number

One-Touch Speed Dialing Keys

$\oslash$ NOTE

- If you want to specify other destinations from the Address Book, repeat the above procedure.
- You can change the name of the index. (See "Storing the Index Name," on p. 5-39.)
- Each index can store up to 15 destinations, except for the last index, which can store only five destinations. Therefore, the Address Book can store a maximum of 200 destinations.

● **If you want to select a destination in alphabetical order:**

❑ Press [Alphabetic Order] → [STU].
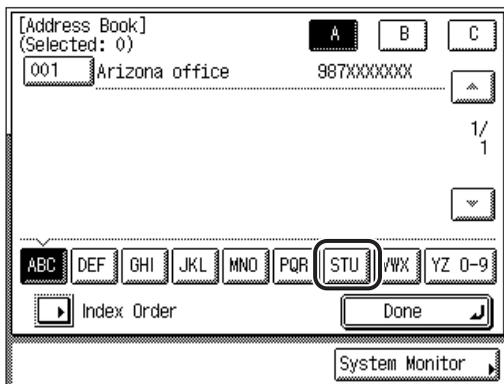
✐ NOTE

The Toronto Office is used as an example for this procedure.

❑ Press [T].
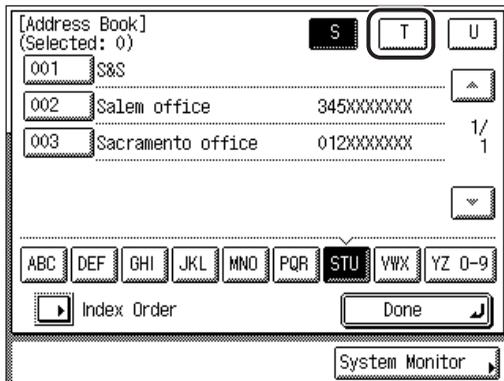
❑ Select the desired destination → press [Done].
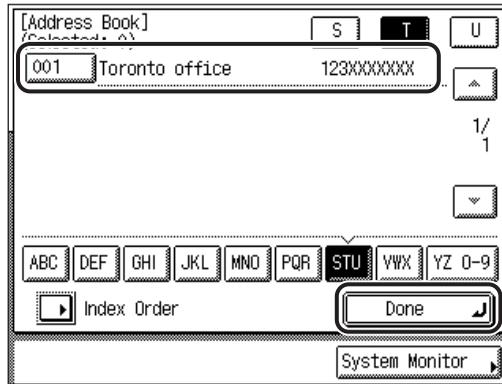
NOTE

- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- To display the One-Touch Speed Dialing keys, press [Index Order].
- If you want to select other destinations in alphabetical order, repeat the above procedure.

The Fax Basic Features screen appears, and the fax numbers and names of the selected destinations are displayed.
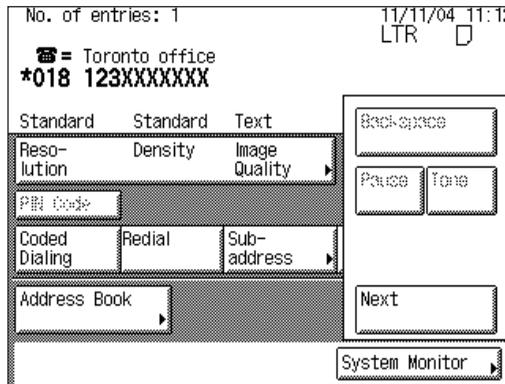
3 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Coded Speed Dialing

Coded speed dialing enables you to start a document transmission by pressing [Coded Dialing] followed by a three digit code. All coded speed dialing numbers must be stored in the Address Book beforehand. This enables you to dial other coded speed dialing numbers, and send the document to a number of destinations in a single operation.

✐ NOTE

For instructions on storing coded speed dialing numbers, see "Storing Destinations," on p. 5-19.

1 Place your originals.

✐ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → press [Coded Dialing].
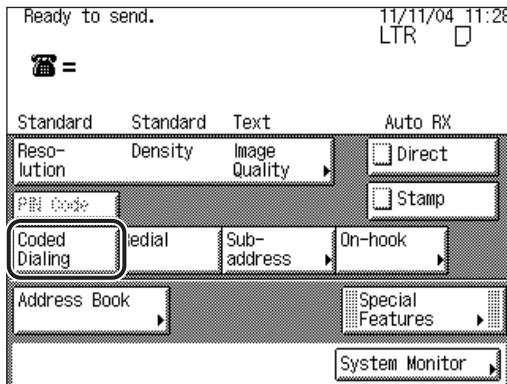
3 Enter the desired three digit coded speed dialing number (001 to 200) using ⓪ - ⑨ (numeric keys).
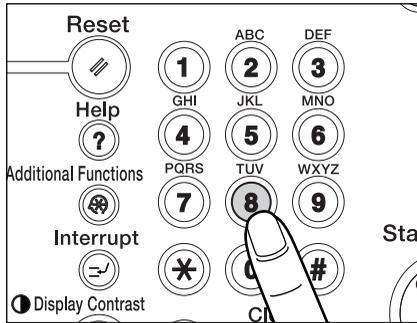
If you want to specify other coded speed dialing numbers, repeat steps 1 to 3. (See "Group Dialing," on p. 2-26.)

The fax number and name of the selected destination appear on the touch panel display.
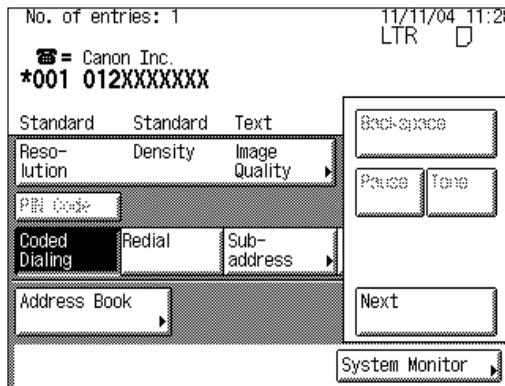
✎ NOTE
- If you enter an incorrect number, press ⓒ (Clear) → [Coded Dialing] → enter the correct number.
- If you do not know the coded speed dialing number under which the recipient's fax number is stored, you can search for the recipient using the Address Book. (See "Address Book," on p. 2-19.)
- If you want to send the same original simultaneously to another destination, press [Next] → specify the destination.

4 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Group Dialing

Group Dialing enables you to dial a group of registered one-touch or coded speed dialing fax numbers. This is useful if you want to send the same document to several destinations. You can register up to 200 fax numbers in one group.

⬚ NOTE

• Sending a document to a number of destinations at the same time is called "Sequential Broadcast Sending."
• A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new destinations can be specified.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.
• For instructions on registering destinations for group dialing, see "Storing Group Destinations," on p. 5-33.

1 Place your originals.

⬚ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Make sure the machine is ready to send → specify the group destination.

❏ Press [Address Book].

```
Ready to send.                    11/11/04 11:43
                                  LTR      □
  ☎ =

Standard    Standard   Text            Auto RX
┌─────────┬─────────┬─────────┐   ┌──────────┐
│Reso-    │Density  │Image    │   │□ Direct  │
│lution   │         │Quality ▶│   └──────────┘
├─────────┴─────────┴─────────┤   ┌──────────┐
│PIN Code                     │   │□ Stamp   │
├─────────┬─────────┬─────────┤   ┌──────────┐
│Coded    │Redial   │Sub-     │   │On-hook  ▶│
│Dialing  │         │address ▶│   └──────────┘
├─────────┴─────────┴─────────┤   ┌──────────┐
│Address Book                ▶│   │Special   │
└─────────────────────────────┘   │Features ▶│
                                  ┌──────────┐
                                  │System Monitor ▶│
                                  └──────────┘
```

❏ Press the one-touch speed dialing key containing the destinations for the group dial → press [Done].

```
[Address Book]        ┌────────────┐
(Selected: 1)         │ Canon     ▶│
                      └────────────┘
  008 : S&S
┌───────────┐ ┌───────────┐ ┌───────────┐
│Canon Inc. │ │U.S.A.     │ │CANADA     │
└───────────┘ └───────────┘ └───────────┘
┌───────────┐ ┌───────────┐ ┌───────────┐
│EUROPE     │ │FRANCE     │ │U.K.       │
└───────────┘ └───────────┘ └───────────┘
┌───────────┐ ┌───────────┐
│DEUTSCHLAND│ │S&S        │
└───────────┘ └───────────┘

┌──┐ Alphabetic         ┌──────────┐
│ ▶│ Order              │ Done    ↵│
└──┘                    └──────────┘
                        ┌──────────────┐
                        │System Monitor ▶│
                        └──────────────┘
```
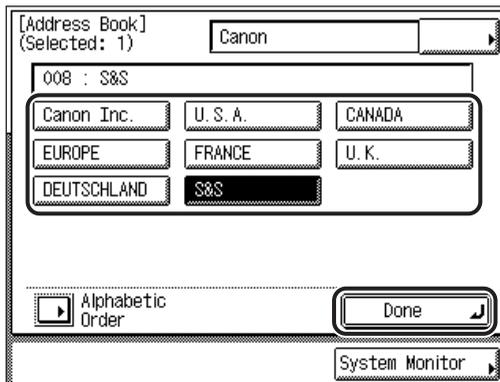
To specify two or more groups, select all of the desired one-touch speed dialing keys containing the destinations for the group dial → press [Done].

To specify two or more destinations using Redial, Coded Speed Dialing, or ⓪ - ⑨ (numeric keys), press [Next] → consecutively specify the destinations.

If you are using One-Touch Speed Dialing, press [Address Book] → specify the destination → press [Done].

✎ NOTE
- To cancel a selected group destination, press the one-touch speed dialing destination key again.
- To use Group Dialing, you must register all the destinations for the group beforehand. See "Storing Group Destinations," on p. 5-33.

3 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the document is sent to the specified destination.

Receiving Print Jobs and Fax Documents

■ **Receiving Print Jobs**

The machine receives and prints print jobs sent from a computer.

■ **Receiving Fax Documents**

You can automatically forward received fax documents to specified destinations. For more information on automatically forwarding documents, see "Automatic Forwarding of Received Documents," on p. 6-16.

Receiving Documents

1 **When documents are being received, the Processing/Data indicator on the control panel flashes a green light.**
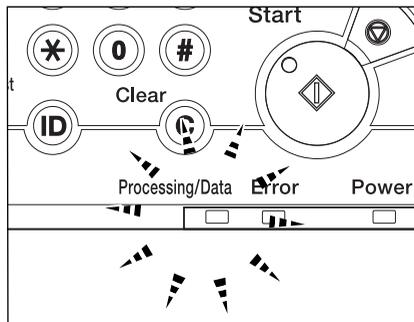
✎ NOTE

During reception, the transaction number and information related to the sender are displayed on the touch panel display.

2 When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.
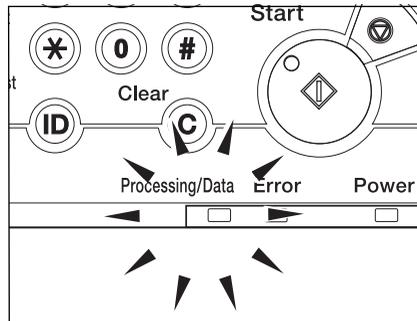
✎ NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded in a paper drawer.

3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

✎ NOTE

- If there is no paper on which the received document can be printed, the received document is stored in memory.
- The machine can hold a total of approximately 8,000 sent and received pages in memory.
- Documents which have been stored in memory because paper has run out, are automatically printed when paper is loaded in a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

Receiving Documents into Memory

If Memory Lock Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are stored in memory instead of being printed.

Follow the procedure below to manually switch the machine into the Memory Lock mode if the Memory Lock timer has not been set, or of you want to switch the machine into the Memory Lock mode before the timer automatically activates the Memory Lock mode.

⏀ IMPORTANT

No more documents can be received in memory if any of the following is true: (The numbers below may vary depending on the remaining capacity of the hard disk.)
- When a total of 2,000 documents have been stored in any or all of the inboxes
- When a total of 8,000 pages have been stored in any or all of the inboxes
- When a total of 32 or more received documents or reports are waiting to be printed while the machine is out of the correct sized paper.

✐ NOTE
- To set the Memory Lock mode, press ⊚ (Additional Functions) → [System Settings] → [Communications Settings] → [Memory Lock Settings] → set the Memory Lock mode to 'On'. (See "Saving Received Documents in Memory," on p. 6-7.)
- If the Memory Lock RX mode is set to 'On', <Memory Lock> appears on the Fax Basic Features screen. If you set the Memory Lock RX mode with the Forward mode, <Forward> appears on the Fax Basic Features screen.

1 Press [Special Features] → [RX Mode] .

Basic Send and Receive Methods

⏀

⏀

⏀

⏀

⏀

⏀

⏀

⏀

⏀

⏀

2 Press [On] under <Memory Lock>.
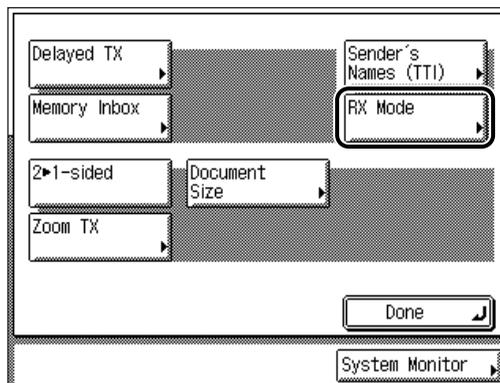
```
[RX Mode] Select a Receive mode.

 ▪Memory Lock
  [ On   ]  Off

 .................................................

 ▪Forward
  [ On  ]  Off

 .................................................

                          [ Done    ↵ ]

                          [ System Monitor ▸ ]
```
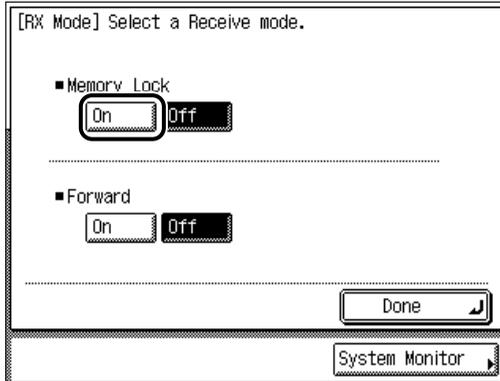
If the Memory Lock timer is set, the specified day of the week and time are displayed. (See "Saving Received Documents in Memory," on p. 6-7.)

If an RX password has been set, enter the password using ⓪ - ⑨ (numeric keys) → press [OK]. For information on setting an RX password, see "Reception Password," on p. 6-30.

If you want to cancel the Memory Lock mode, press [Off].

3 Press [Done] repeatedly until the Fax Basic Features screen appears.

During reception, the transaction number and information related to the sender are displayed on the touch panel display.

✐ NOTE

- Use the System Monitor screen to check if there are any received documents stored in memory. (See "Checking/Changing the Status of Receive Jobs," on p. 4-8.)
- You can also print a report of all the documents received in memory. (See "Saving Received Documents in Memory," on p. 6-7.)

Forwarding Received Documents

If Forward Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are forwarded to a destination that has been registered in the machine beforehand.

Follow the procedure below to manually place the machine in the Forward mode if the Forward timer has not been set, or if you want to place the machine in the Forward mode before the timer automatically activates the Forward mode.

📎 NOTE

- To set the Forward mode, press ◎ (Additional Functions) → [System Settings] → [Communications Settings] → [Forward Settings] set the Forward mode to 'On'. (See "Automatic Forwarding of Received Documents," on p. 6-16.)
- If you set the Forward mode, <Forward> appears on the Fax Basic Features screen.

1 Press [Special Features] → [RX Mode] .

If necessary, see the screen shot in step 1 of "Receiving Documents into Memory," on p. 2-31.

2 Press [On] under <Forward>.
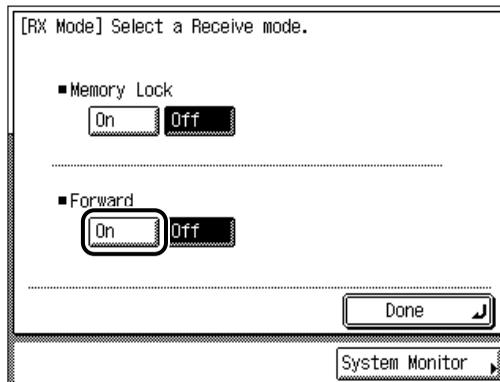
If the Forward timer is set, the specified day of the week and time are displayed. (See "Automatic Forwarding of Received Documents," on p. 6-16.)

If an RX password has been set, enter the password using ◎ - ⑨ (numeric keys) → press [OK]. For instructions on setting an RX password, see "Reception Password," on p. 6-30.

If you want to cancel the Forward mode, press [Off].

3 Press [Done] repeatedly until the Fax Basic Features screen appears.

The received documents are forwarded to the specified destination.

✎ NOTE

You can set whether to print received documents that have been forwarded to this machine. (See "Automatic Forwarding of Received Documents," on p. 6-16.)

Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

■ **Available Paper Sizes for Received Documents**

11" x 17" originals	11" x 17" → LGL*1 → STMTR x 2
LGL originals	LGL → LTR x 2 → STMTR x 2 → 11" x 17"
LTR originals	LTR → LGL → STMTR x 2 → 11" x 17"
STMT originals	STMTR → LTR → LGL → 11" x 17"

*1 Received documents are automatically reduced before being printed on the paper size indicated.

📑 IMPORTANT

Received documents can be printed on the following paper sizes and paper types:

Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMTR

Paper Types: plain, recycled, or color

✐ NOTE
- You can specify one or all paper drawers specifically for the Fax function. The default setting is 'On', except for the stack bypass. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- You can set the machine to reduce received documents from 75% to 97% in 1% increments if the document is larger than any of the available paper sizes. (See "Reducing a Received Document," on p. 5-58.)
- You can change the order of paper selection. (See "Paper Drawer Selection," on p. 5-54.)
- You can set the machine to print received documents on both sides of the paper. (See "Two-Sided Printing," on p. 5-61.)
- You can print two received documents of the same paper size on a single sheet of paper. (See "2 On 1 Log," on p. 5-63.)
- Received documents are output face down, in the order in which the pages are received.

Special Fax Functions

3

This chapter describes special fax sending and receiving features.

Delaying a Send Job

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

✎ NOTE

- You can reserve up to 64 fax jobs for delayed sending. However, the actual number of jobs that can be reserved may be fewer than 64, if multiple documents are being sent at the same time.
- The number of delayed send jobs which you can reserve may also be reduced if there are other jobs with no Delayed Send settings, or if you select a group destination which includes several destinations with the Delayed Send mode.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Using the System Monitor Screen," on p. 1-43, and Chapter 4, "Checking/Changing the Fax Status.")

1 Place your originals → press [Special Features].
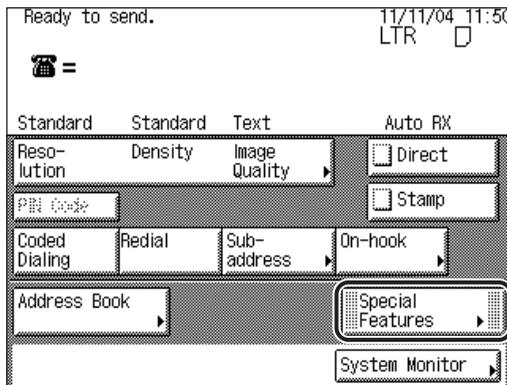
✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Delayed TX].
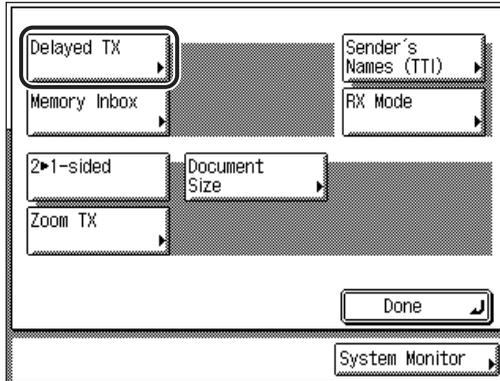
3 Enter the send time using ⓪ - ⑨ (numeric keys).
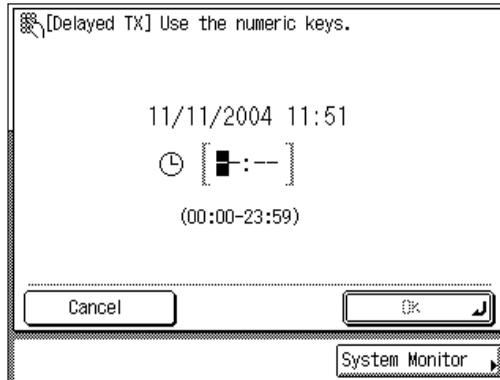
Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705

              11:18 p.m.   →   2318

If you set a time earlier than the current time, the document will be sent at that time on the next day.

✐ NOTE

If you make a mistake when entering the send time, press ⓒ (Clear) to clear your entry → enter another four digit number.

4 Press [OK] → [Done].

The display returns to the Fax Basic Features screen.

5 Specify the destination → press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The document is stored in memory, and then sent to the specified destination at the specified time.

✎ NOTE

- For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.
- To cancel a delayed send job, press [Special Features] → [Delayed TX] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).
- You can also cancel a delayed send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-43.)

Memory Boxes

Memory boxes enable you to store scanned or received documents. The main advantage to using memory boxes for sending and receiving is that you can handle all transmissions with ITU-T passwords and subaddresses.

There are three types of memory boxes: Confidential, Relay, and Batch Sending.

$\mathscr{D}$ NOTE

For instructions on setting up a Confidential, Relay, or Batch Sending Memory Box, see "Setting Up Memory Boxes," on p. 5-65.

■ **Confidential Memory Box**

A Confidential Memory Box is used to receive and store confidential documents. The sender of the confidential document must specify the subaddress and RX password of the target Confidential Memory Box that matches the subaddress/RX password that has been registered in the other party's machine.

Sender　　　　　　　　　　**Confidential Memory Box**　　**Recipient**

The subaddress and password set in the Confidential Memory Box of the destination are specified when sending.　　**A password is necessary to print the document.**

$\mathscr{D}$ NOTE
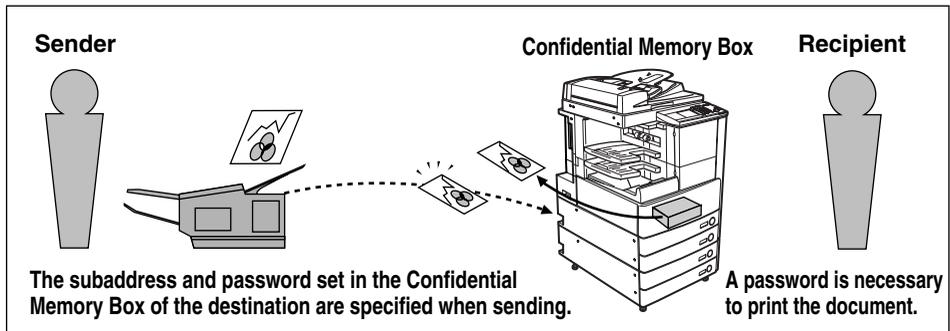
- If you want to use a Confidential Memory Box, you must first set one up, and inform the sender of the subaddress and RX password of the Confidential Memory Box.
- Setting an RX password is optional.
- For information on setting up a Confidential Memory Box, see "Confidential Memory Box," on p. 5-66.

■ **Relay Memory Box**

Relay Memory Box is used to send documents that have been received in this machine to several destinations.

When you use a Relay Memory Box, a remote fax machine sends a document over a long distance to another fax machine called the relay unit (for example, this machine). After the relay unit receives the document, it automatically sends the document to several other fax machines. In this way, you can send a document to several fax machines within the same locality with only one long distance transmission. This enables you to save on communication costs that would otherwise be incurred.

You can specify the time at which you want to send documents from the relay machine, thus enabling you to select a time period when communication costs are low, or when telephone lines are not busy.
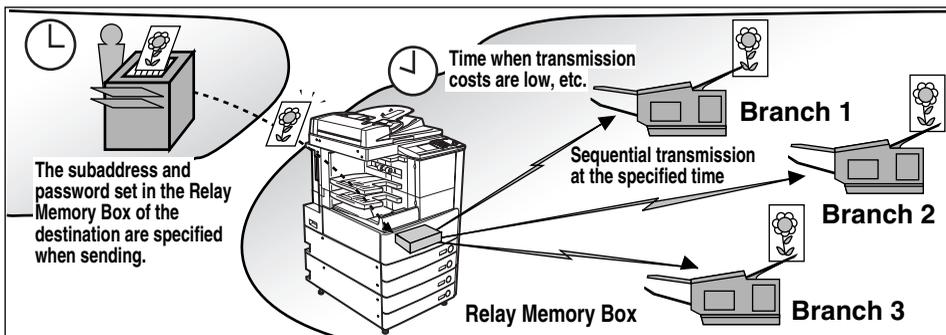
NOTE

- If you want to use a Relay Memory Box, you must first set one up, and inform the remote sender of the subaddress and RX password of the Relay Memory Box.
- Setting an RX password is optional.
- For information on setting up a Relay Memory Box, see "Relay Memory Box," on p. 5-71.
- The subaddress and RX password stored in the Address Book are ignored.

■ Batch Sending Memory Box

A Batch Sending Memory Box is used to send documents that's are not urgent to specific destinations at a specified time.

Batch sending enables you to send several documents at one time, reducing the time it takes to send the documents and transmission costs. You can reduce transmission costs even further by setting the machine to send the documents at a time when telephone rates are lower.

The stored documents are sent all together at predetermined times every day.

Batch Sending Memory Box
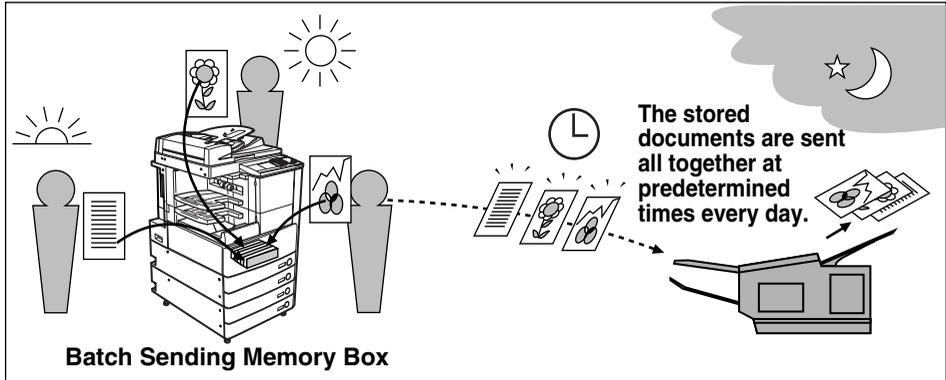
Using a Memory Box

A memory box enables you to set up an ITU-T subaddress and password, and use advanced features, such as confidential sending and relay sending, with another fax machine that supports ITU-T standard subaddress/password transactions.

A memory box is a location in the memory where you can store scanned or received documents for printing or transmitting to other destinations.

🖐 IMPORTANT

It is necessary to preset a memory box according to its use, then register the necessary items including the password, subaddress, and RX password.

✎ NOTE

To set up a memory box, press ⊚ (Additional Functions) → [Custom Fax Settings] → [File Settings] → [Memory Box Store/Set]. (See "Setting Up Memory Boxes," on p. 5-65.)

Scanning Originals

Follow the procedure below to scan your originals into the specified memory box.

1 Place your originals → press [Special Features].
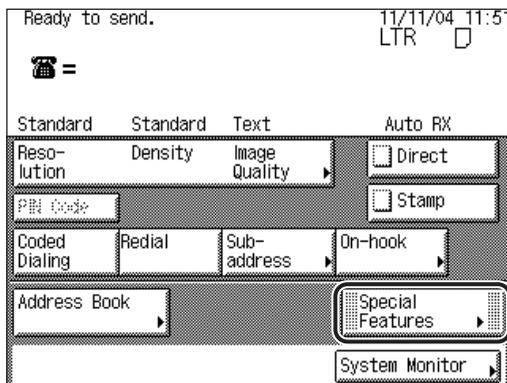
✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Memory Inbox].
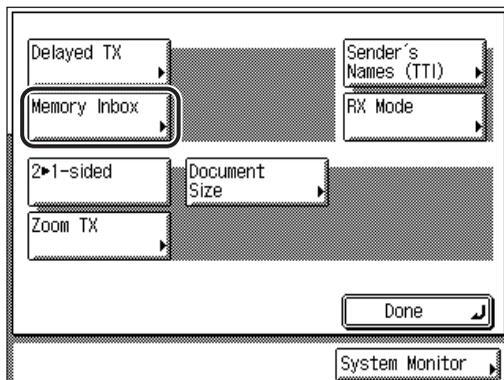
The Memory Inbox screen is displayed.

3 Select the desired memory box number.

If the desired memory box is not displayed, press [▼] or [▲] to scroll through the list.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number ➞ press [OK].

If you make a mistake when entering the memory box number, press Ⓒ (Clear) ➞ enter the correct number.

If the memory box has been set with a password, enter the password using ⓪ - ⑨ (numeric keys) ➞ press [OK].

- If a document is stored in a memory box, that memory box is displayed with the documents icon (📥).

- If a memory box is set with a password, a locked icon (🔒) is displayed next to the icon of that memory box.

- If you make a mistake when selecting a memory box, press [Done] → select the correct memory box.

4 Press [Scan].

5 Specify the desired scan settings.
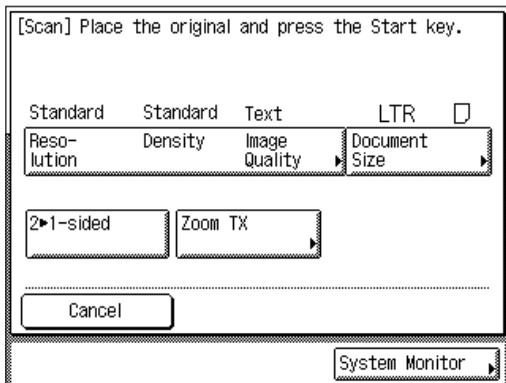
You can specify the following scan settings when you scan originals into a memory box:

- Resolution/Density/Image Quality (See "Resolution, Density, and Image Quality," on p. 2-2.)
- Document Size (See "Document Size," on p. 3-21.)
- Two-Sided Scanning (See "Faxing Two-Sided Originals," on p. 3-19.)
- Zoom TX (See "Changing the Zoom Ratio," on p. 3-28.)

6 **Press ⊚ (Start).**

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The document is stored in the selected memory box, and will be sent according to the memory box settings.

✐ NOTE
    To cancel scanning, press [Cancel] on the touch panel display, or press ▷ (Stop) on the control panel.

7 **Press [Done] repeatedly until the Fax Basic Features screen appears.**

Printing and Erasing Documents

You can print and erase documents that are stored in a memory box.

✐ NOTE
    If you print a document stored in the Relay Memory Box, it is erased.

1 **Press [Special Features] → [Memory Inbox].**

If necessary, see the screen shots in steps in steps 1 and 2 of "Scanning Originals," on p. 3-8.

The Memory Inbox screen is displayed.

2 Select the desired memory box number containing the documents you want to print or erase.
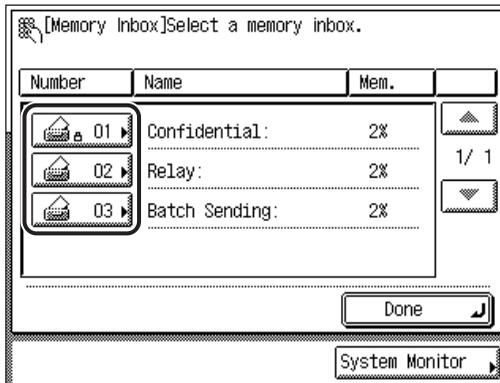

```
[Memory Inbox]Select a memory inbox.

Number    Name              Mem.

  01 ▶  Confidential:        2%
                                        1/ 1
  02 ▶  Relay:               2%

  03 ▶  Batch Sending:       2%

                                Done

                          System Monitor ▶
```

If the desired memory box is not displayed, press [▼] or [▲] to scroll through the list.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number ➞ press [OK].

If you make a mistake when entering the memory box number, press ⓒ (Clear) ➞ enter the correct number.

If the memory box has been set with a password, enter the password using ⓪ - ⑨ (numeric keys) ➞ press [OK].

✐ NOTE

- If a document is stored in a memory box, that memory box is displayed with the documents icon (✉).
- If a memory box is set with a password, a locked icon (🔒) is displayed next to the icon of that memory box.
- If you make a mistake when selecting a memory box, press [Done] ➞ select the correct memory box.

3 **Select the document that you want to print or erase.**

```
┌─────────────────────────────────────────────┐
│ 📧 [ 02 Relay:              ]    Total  2     │
│ ┌──────┬──────────────┬──────┬──────┐       │
│ │ Time │ Destination  │ Sht. │ ID   │        │
│ ├──────┴──────────────┴──────┴──────┤ ┌───┐ │
│ │ 00:49                  1      0052 │ │ ▲ │ │
│ │ 00:49                  1      0053 │ └───┘ │
│ │                                    │ 01/01 │
│ │                                    │ ┌───┐ │
│ │                                    │ │ ▼ │ │
│ ├──────────────┐                     │ └───┘ │
│ │ Erase        │                     │       │
│ ├──────────┐ ┌────────┐   ┌────────┐        │
│ │ Print    │ │ Scan   │   │ Done   │        │
│ │        ▶ │ │      ▶ │   └────────┘        │
│ └──────────┘ └────────┘                      │
│                          ┌──────────────────┐│
│                          │ System Monitor ▶ ││
│                          └──────────────────┘│
└─────────────────────────────────────────────┘
```
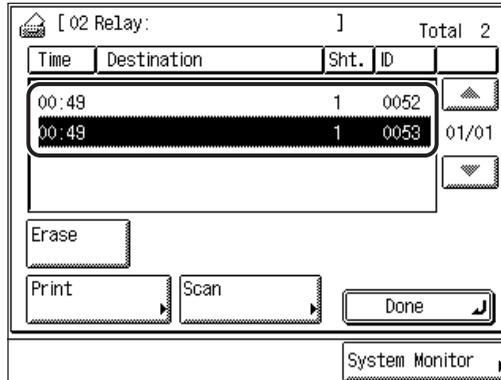
If the desired document is not displayed, press [▼] or [▲] to scroll through the list.

✎ NOTE

- To cancel a selection, press the selected document again.
- You can select only one document to print or erase at a time.

● **To print a document:**

❏ Press [Print] → [Yes].

```
┌─────────────────────────────────────────────┐
│ 📧 [ 02 Relay:              ]    Total  2     │
│ ┌──────────────────────────────────────┐    │
│ │ [Print]                              │    │
│ │     Print this document?             │    │
│ │                                      │ 01 │
│ │  ▪ Job Number    ▷ 0053              │    │
│ │  ▪ Destination   ▷                   │    │
│ │   ┌──────────┐   ┌──────────┐        │    │
│ │   │ Yes      │   │ No       │        │    │
│ │   └──────────┘   └──────────┘        │    │
│ └──────────────────────────────────────┘    │
│                          ┌──────────────────┐│
│                          │ System Monitor ▶ ││
│                          └──────────────────┘│
└─────────────────────────────────────────────┘
```
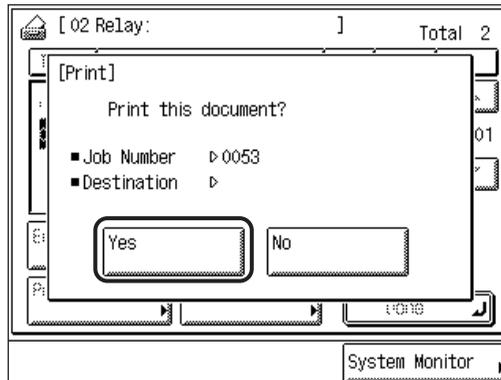
If you do not want to print the selected document, press [No].

The selected document is printed.

● To erase a document:

❑ Press [Erase] → [Yes].

```
┌──────────────────────────────────────────────┐
│ ⌂ [ 02 Relay:              ]    Total  2      │
│ ┌────────────────────────────────────────┐    │
│ │ [Erase]                                 │    │
│ │                                         │ ⟩  │
│ │      Is it OK to erase?                 │01  │
│ │                                         │ ⟩  │
│ │                                         │    │
│ │   ┌──────────┐    ┌──────────┐          │    │
│ │   │ Yes      │    │ No       │          │    │
│ │   └──────────┘    └──────────┘          │    │
│ │                                         │    │
│ │                              Done       │    │
│ └────────────────────────────────────────┘    │
│                            ┌──────────────┐    │
│                            │ System Monitor│▸  │
│                            └──────────────┘    │
└──────────────────────────────────────────────┘
```
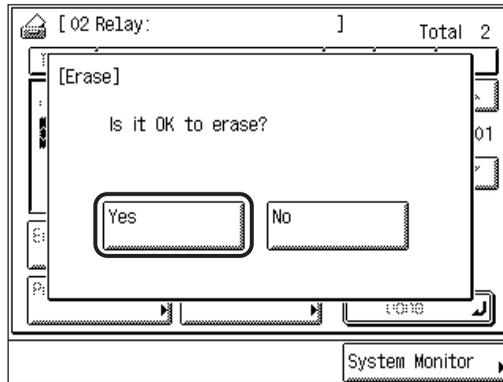
If you do not want to erase the selected document, press [No].

The selected document is erased.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Setting the Sender's Name as the Terminal ID

If a sender's name is stored and selected, the sender's name is printed in the sender information area on the document, instead of the unit's name.

You can register up to 99 sender names. For more information on registering the sender names, see "Registering Sender Names," on p. 1-21.

⚠️ IMPORTANT

If TX Terminal ID in User Settings in Custom Fax Settings (from the Additional Functions screen) is set to 'Off', the sender's name is not printed on the recording paper of the recipient's machine, even if you have registered the sender's name. If you want to print the sender's name, you must first set TX Terminal ID to 'On'. (See "Printing the TX Terminal ID," on p. 5-7.)

1 **Place your originals → press [Special Features] → [Sender's Names (TTI)].**
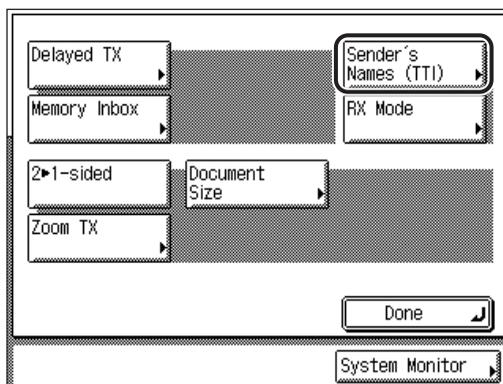
📝 NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Select the sender's name → press [OK].


```
[Sender's Names] Select Sender's Names (TTI).

00  Canon                            ▲
01  Manual team                    01/17
02  Manual team John
03  SALES DEPT. 1                    ▼
04  SALES DEPT. 2
05  SALES DEPT. 3
        Touch an item.

   Cancel                        OK

                          System Monitor
```
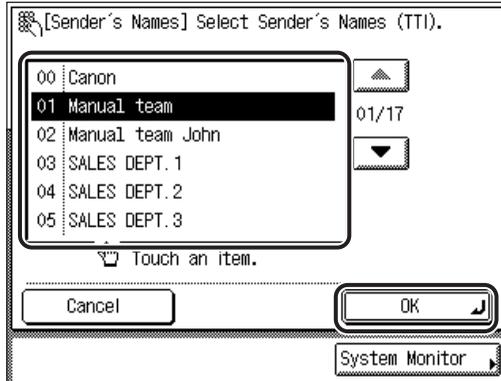
If the desired sender name is not displayed, press [▼] or [▲] to scroll to the desired name.

You can also enter and specify the number of the sender's name using ⓪ - ⑨ (numeric keys).

If you select [00] from the Sender's Names list, the stored unit's name is automatically displayed. (See "Registering the Unit's Name," on p. 1-23.)

The selected mode is set.

3 Press [Done] repeatedly until the Fax Basic Features screen appears.

Changing the Reception Mode

The machine automatically receives and prints documents. However, if you use the Memory Lock or Forward mode, you can set the machine to receive a document temporarily in memory or forward it to another machine at a specified time.

The set RX mode appears on the touch panel display, and remains active until a different mode is set. There are two RX modes:

■ **Memory Lock:**

This mode stores received documents in memory without printing them. When the machine is in the Memory Lock mode, documents are stored in memory, and printed when the Memory Lock mode is canceled or the preset Memory Lock mode time elapses.

Received documents that are stored in memory can be forwarded to another fax machine.

✎ NOTE

- To set the Memory Lock mode, press ◉ (Additional Functions) → [System Settings] → [Communications Settings] → [Memory Lock Settings] → [On]. (See "Saving Received Documents in Memory," on p. 6-7.)

- Set a password to limit users from setting/canceling the Memory Lock mode. You can also set the machine to switch to the Memory Lock mode at certain times every day or on certain days. (See "Saving Received Documents in Memory," on p. 6-7.)

■ **Forward:**

This mode forwards received documents to registered destinations.

✎ NOTE

- To set the Forward mode, press ◉ (Additional Functions) → [System Settings] → [Communications Settings] → [Forward Settings] → [On]. (See "Automatic Forwarding of Received Documents," on p. 6-16.)

- Set a password to limit users from setting/canceling the Forward mode. You can also set the machine to automatically switch to the Forward mode at certain times every day and on certain days. (See "Automatic Forwarding of Received Documents," on p. 6-16.)

- Documents received in a memory box are not forwarded.

1 Press [Special Features] → [RX Mode].
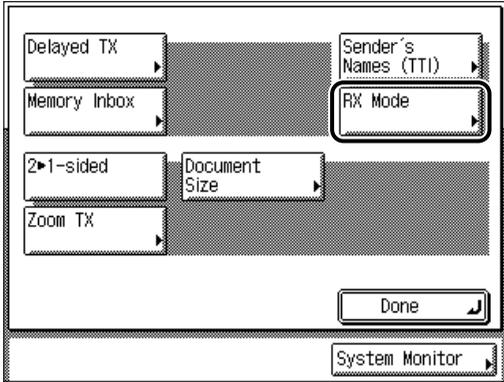
2 Select [On] or [Off] for <Memory Lock> and/or <Forward>.
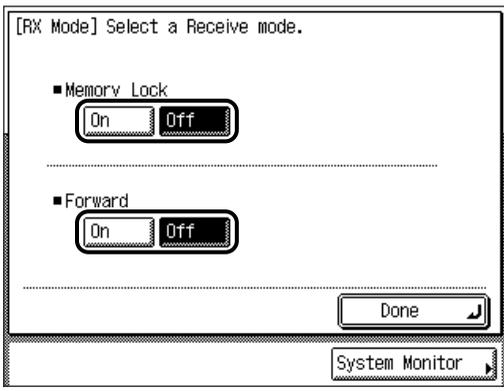
If a password has been set for the Memory Lock or Forward mode, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

The screen returns to the RX Mode screen.

✐ NOTE

For instructions on setting or changing the password for the Memory Lock or Forward mode, see "Saving Received Documents in Memory," on p. 6-7, and "Automatic Forwarding of Received Documents," on p. 6-16.

3 Press [Done] repeatedly until the Fax Basic Features screen appears.

The selected mode is set.

Faxing Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

✋ IMPORTANT

- The 2▶1-sided mode is available only if the optional Feeder (DADF-N1) is attached.
- The 2▶1-sided mode cannot be used with the Document Size (Other Size or Long Original) or Direct Sending mode.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

1 Place your originals into the feeder.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Special Features] → [2▶1-sided].
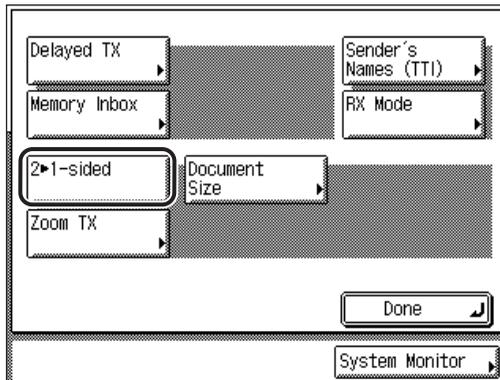
3 Press [Done].

The selected mode is set, and the display returns to the Fax Basic Features screen.

4 Specify the destination → press ⊙ (Start).

For more information on specifying the destination, see "Dialing Methods," on p. 2-16.

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
- To cancel this setting, press [Special Features] → [2▶1-sided].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Document Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies.

🖐 IMPORTANT

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals that are placed on the platen glass
- When using Direct Sending to send a fax, if you place the originals into the feeder, the Document Size setting you specify is disabled.
- If the original is placed in the feeder, you cannot scan by selecting [Other Size] in Document Size.
- If you select [Long Original], place your originals into the feeder. You cannot specify the size of a long strip original that is placed on the platen glass.
- If you select [Other Size], you cannot select [Stamp].

✍ NOTE

The default setting is 'Auto'.

Specifying the Document Size

1 Place your originals.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Special Features] → [Document Size].

Delayed TX ▶	Sender's Names (TTI) ▶
Memory Inbox ▶	RX Mode ▶
2▶1-sided ▶	Document Size ▶
Zoom TX ▶	

Done ⏎

System Monitor ▶
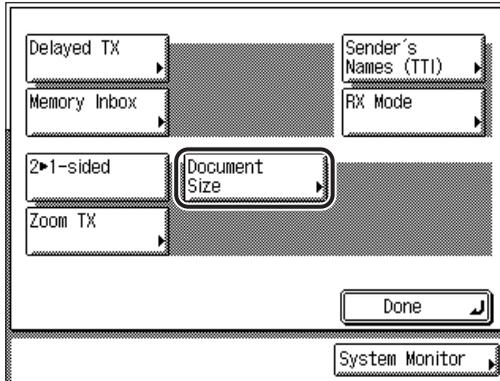
3 Select the document size.

● **If you want to scan a standard document size:**

❑ Select the desired document size.
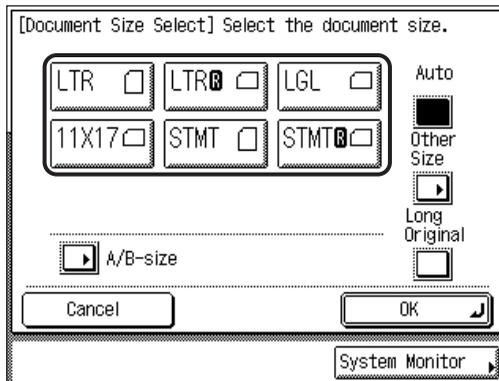
[Document Size Select] Select the document size.

LTR ▢	LTR▧ ▭	LGL ▭	Auto ■
11X17▭	STMT ▢	STMT▧▭	Other Size ▶

▶ A/B-size

Long Original ▢

Cancel   OK ⏎

System Monitor ▶

● **If you want to scan a registered document size:**

❑ Press [Other Size].

❑ Press [Registered Size 1] or [Registered Size 2] → press [OK].

4 Press [OK] → [Done].

The selected document size is set, and the display returns to the Fax Basic Features screen.

5 Specify the destination → press ⊙ (Start).

For more information on specifying the destination, see "Dialing Methods," on p. 2-16.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE
- To cancel this setting, press [Special Features] → [Document Size] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

Registering the Document Size

1 Press [Special Features] → [Document Size].
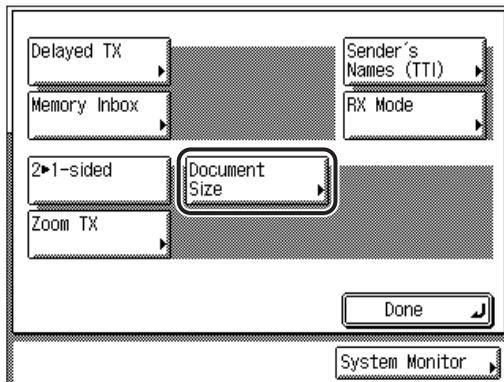
2 Press [Other Size].

3 Press [Register Size].

[Other Size] Select the document size.

X: 0 mm	X: 0 mm	Register Size ▶
Y: 0 mm	Y: 0 mm	

Registered Size 1   Registered Size 2

Cancel   OK

System Monitor ▶
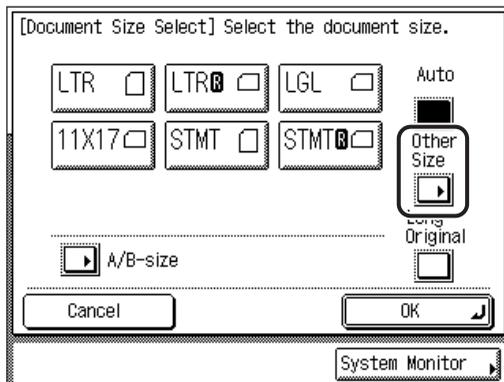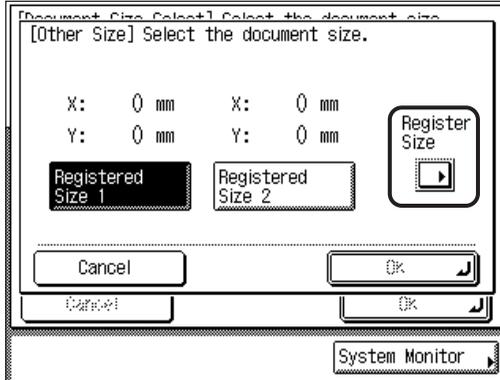
4 Press [Registered Size 1] or [Registered Size 2] → press [-] or [+] to specify the document size.

❑ Press [X] (horizontal axis) → press [-] or [+] to specify a value.

❑ Press [Y] (vertical axis) → press [-] or [+] to specify a value.

❑ Press [OK].

[Register Size] Specify the document size.

Registered Size 1
Registered Size 2

(X:80-297 Y:150-297)

X 100 mm
Y 150 mm

—   +

Cancel   OK

System Monitor ▶
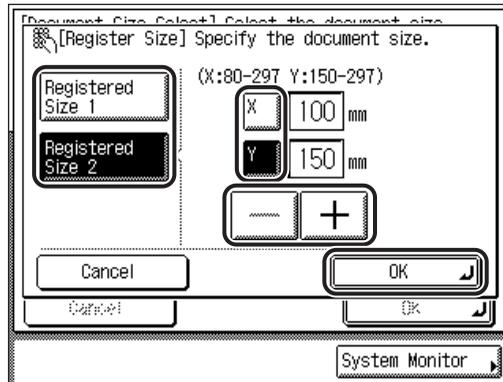
The document size is registered, and the display returns to the Other Size screen.

The registered document size is displayed on top of the key in which it is registered.

- If you register a new document size in a key that already has a document size stored in it, the new document size overwrites the previously registered document size.
- If you scan a registered document size, the scanned image is not rotated automatically.
- You can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- If you enter a value outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.

5 Press [Cancel] → [OK] → [Done].

The display returns to the Fax Basic Features screen.

Pressing [Cancel] → [OK] → [Done] only stores the new document size in the selected key ([Registered Size 1] or [Registered Size 2]), but does not activate it. If you press [OK] → [OK] → [Done], the new document size is stored in the selected key ([Registered Size 1] or [Registered Size 2]), and activated at the same time.

Special Fax Functions

Changing the Zoom Ratio

You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually before scanning the original.

The following two types of zoom ratio settings are available.

IMPORTANT

The maximum size of an image that you can send at 600 x 600 dpi resolution is 11" x 17". If the image exceeds this size, it may be cut off.

NOTE

- Even though you specify the size of the document you are sending, it may be printed on different size paper depending on the recipient's machine.
- To set the zoom ratio to 100%, press [Direct].

■ **Preset Zoom**

The machine offers you a variety of preset zoom ratios to reduce or enlarge standard size originals to another standard record size.

- Reduction

  The available preset reduction zoom ratios are:

  - LGL → LTR (78%)
  - 11" x 17" → LGL or 11" x 15" → LTR (73%)
  - 11" x 17" → LTR (64%)
  - 11" x 17" → STMT (50%)

- Enlargement

  The available preset enlargement zoom ratios are:

  - STMT → 11" x 17" (200%)
  - LTR → 11" x 17" (129%)
  - LGL → 11" x 17" (121%)

Special Fax Functions

3-28 Changing the Zoom Ratio

■ Zoom by Percentage

You can reduce or enlarge originals by any zoom ratio in 1% increments. The same zoom ratio is used for the horizontal (X) and vertical (Y) axes.
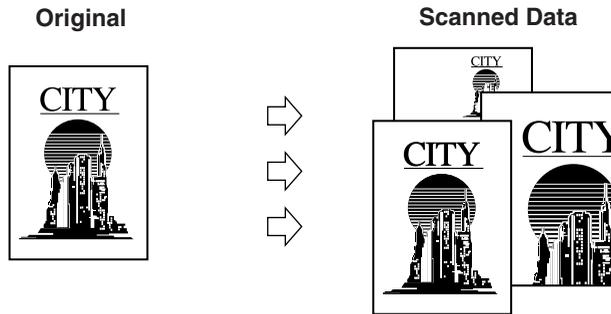
Original

Scanned Data

Preset Zoom

The machine offers you a variety of preset zoom ratios to reduce or enlarge standard size originals to another standard record size.

1 Place your originals.

📎 NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Special Features] → [Zoom TX].
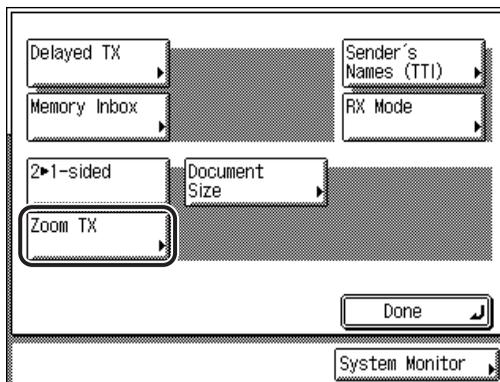
3 To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [Done] → [Done].
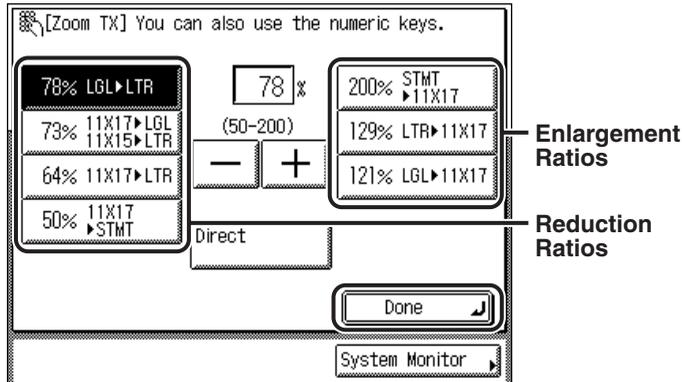
The selected mode is set, the display returns to the Fax Basic Features screen, and the selected zoom ratio is displayed.

4 Specify the destination → press ⊚ (Start).

For more information on specifying the destination, see "Dialing Methods," on p. 2-16.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE
- To return the ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Zoom by Percentage

You can reduce or enlarge originals by any zoom ratio in 1% increments. Any ratio from 50% to 200% can be set. The same zoom ratio is used for the horizontal (X) and vertical (Y) axes.

1 Place your originals.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Special Features] → [Zoom TX].

If necessary, see the screen shot in step 2 of "Preset Zoom," on p. 3-29.

3 Press [-] or [+] to set the zoom ratio → press [Done] → [Done].
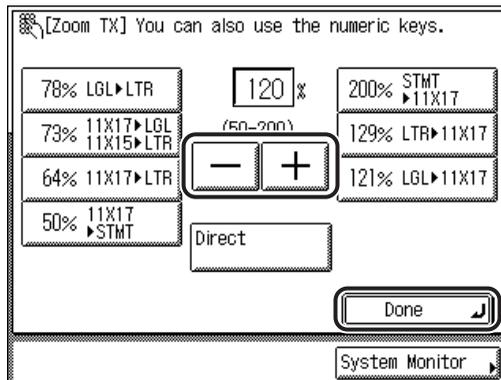
You can also use ⊙ - ⊙ (numeric keys) to enter the value, and ⊙ (Clear) to clear your entry.

You can change the value by pressing [-] or [+], even if you have entered the value using ⊙ - ⊙ (numeric keys).

The selected mode is set, the display returns to the Fax Basic Features screen, and the specified zoom ratio is displayed.

✎ NOTE

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

4 Specify the destination → press ⊚ (Start).

For more information on specifying the destination, see "Dialing Methods," on p. 2-16.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE
- To return the ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press ⊚ (Reset).

Sending with a Subaddress

You can send or receive documents with ITU-T standard subaddresses and passwords (ITU-T is a committee within the International Telecommunications Union, established to set communications standards).

To send or receive documents with the subaddresses and passwords successfully, the subaddresses and passwords on the sending and receiving fax machines must match.

🖐 IMPORTANT

If a subaddress is specified, you cannot use the Auto Redial mode.

✎ NOTE

- You can register a destination with a subaddress and password in a one-touch speed dialing key or coded speed dialing code. (See "One-Touch Speed Dialing Settings," on p. 5-26.)
- Passwords are optional.

1 Place your originals → make sure the machine is ready to send.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Press [Subaddress].
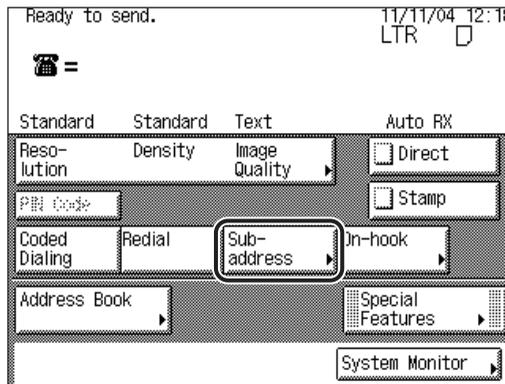
3 Use ⓪ - ⑨ (numeric keys), ⊛, and ⊕ to enter the subaddress and password.

❑ Press [Subaddress] ➞ enter the recipient's subaddress.

❑ Press [Password] ➞ enter the recipient's password.

❑ Press [OK].
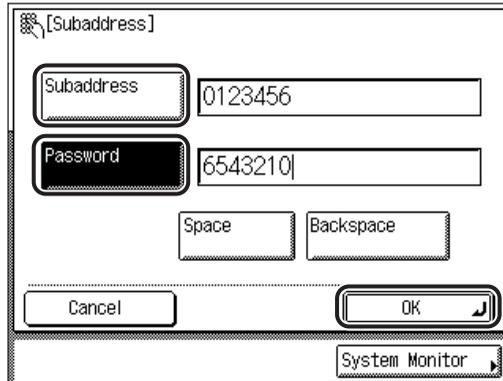
You can enter up to 20 digits for both the subaddress and password.

Press [Space] to insert a space.

Press [Backspace] to delete the last digit you entered.

If the recipient did not set a password for the target subaddress, you do not need to enter a password.

The selected mode is set, and the display returns to the Fax Basic Features screen.

✎ NOTE

You can press ⓒ (Clear) to clear your entries.

4 Specify the destination ➞ press ⓞ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display ➞ press ⓞ (Start) once for each original. When scanning is complete, press [Done].

For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

If you are sending to a remote machine using a one-touch speed dialing key or coded speed dialing code in which a subaddress and password are registered, the registered subaddress and password are used.

Using a PIN Code

The PIN (Personal Identification Number) code prevents unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Some PBX (Private Branch Exchange) systems require that a PIN code be entered when dialing a number to make a call or send a document by fax. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix.

Setting PIN Code Access

If your PBX requires a PIN code to get an outside line, your machine can be set to prompt the user to enter the PIN code before dialing.

✎ NOTE
- If PIN Code Access is set to 'On', the machine automatically displays a screen prompting you to enter the PIN code when you press ⊙ (Start).
- The default setting is 'Off'.

1 Press ⊛ (Additional Functions) → [System Settings].
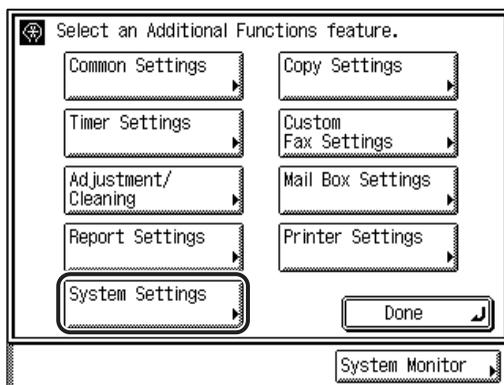
2 Press [Communications Settings].
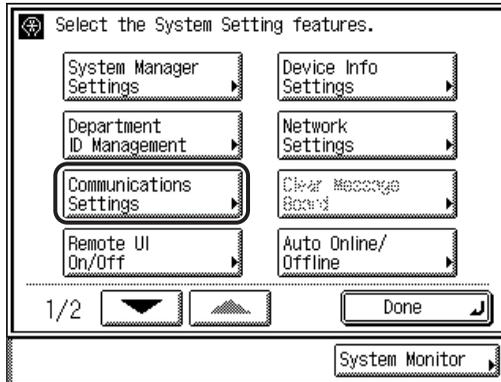
✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [▼] or [▲] until [PIN Code Access] appears → press [PIN Code Access].
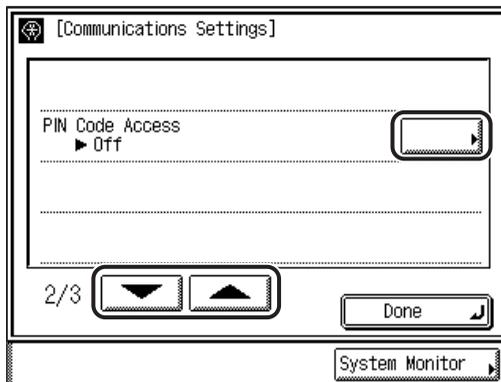
4 Press [On].
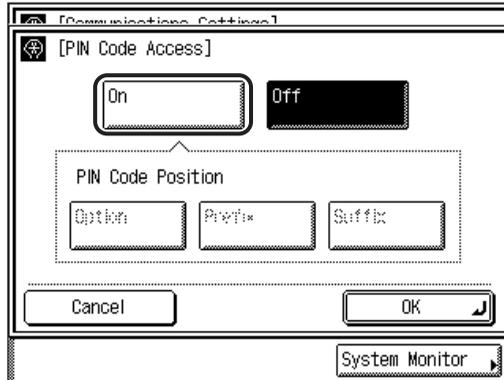
If you do not want to set PIN code access, press [Off] → [OK] → proceed to step 6.

5 Select the desired type of PIN code → press [OK].
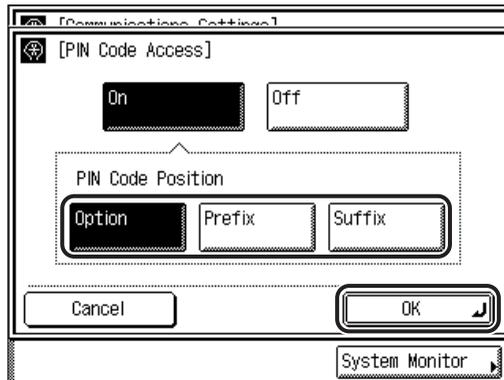
Details of each item are shown below.

[Option]: Select if your PBX requires a PIN code depending on the destination. If PIN Code Access is set to 'Option', [PIN Code] appears on the Fax Basic Features screen.

[Prefix]: Select if your PBX always requires you to enter a PIN code before the destination.

[Suffix]: Select if your PBX always requires you to enter a PIN code after the destination.

The selected mode is set.

6 Press [Done] repeatedly until the Fax Basic Features screen appears.

Setting the PIN Code Position

Follow this procedure to set the PIN code position.

✎ NOTE

You can only set the PIN code position if PIN Code Access is set to 'Option'. (See "Setting PIN Code Access," on p. 3-35.)

1 Place your originals.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Begin entering the fax number using ⓪ - ⑨ (numeric keys) → press [PIN Code] once in the desired position → continue entering the rest of the fax number.
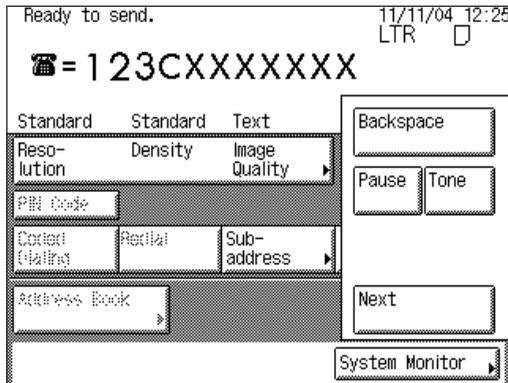
```
Ready to send.                        11/11/04 12:25
                                      LTR    □
    ☎=123CXXXXXXX

Standard    Standard    Text      ┌──────────────┐
┌─────────┬─────────┬─────────┐   │ Backspace    │
│Reso-    │Density  │Image    │   └──────────────┘
│lution   │         │Quality ▶│   ┌──────┬───────┐
├─────────┴─────────┴─────────┤   │Pause │ Tone  │
│PIN Code │                   │   └──────┴───────┘
├─────────┬─────────┬─────────┤
│Coded    │Redial   │Sub-     │
│Dialing  │         │address ▶│
├─────────┴─────────┴─────────┤   ┌──────────────┐
│Address Book              ▶  │   │ Next         │
└─────────────────────────────┘   └──────────────┘
                                  ┌──────────────┐
                                  │System Monitor▶│
                                  └──────────────┘
```

<C> is displayed on the screen after you press [PIN Code].

✎ NOTE

• The PIN code position depends on the PBX system.
• [PIN Code] can be pressed either before the destination, after the destination, or between the numbers of the destination.
• For security, PIN codes are not displayed while dialing (only <C> appears), and they do not appear in printed activity reports.

3 Press ⊙ (Start) → enter the PIN code using ⓪ - ⑨ (numeric keys) → press [OK].

```
Ready to send.                    11/11/04 12:26
                                  LTR  □
☎=123CXXXXXXX

Standard   Standard   Text       Backspace

Red
Ust      ▓Enter PIN Code.
PIN
         ******************
Coo
Ua
         Backspace
Ack
                             OK      ┘

                             System Monitor ▶
```
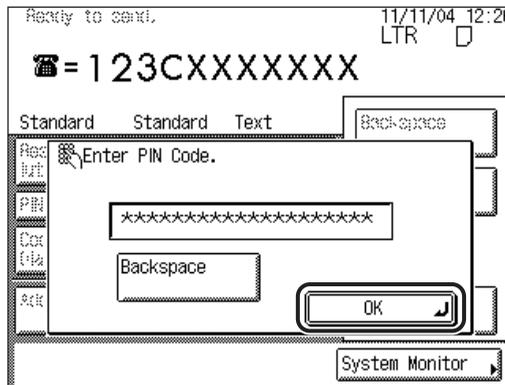
✎ NOTE

The PIN code appears as asterisks (*******) on the Enter PIN Code screen.

Dialing with a PIN Code

Follow the procedure below when dialing with a PIN code in the 'Prefix' or 'Suffix' position.

1 Place your originals → make sure the machine is ready to send.

✎ NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-34.

2 Enter the fax number using ⓪ - ⑨ (numeric keys) → press ⊚ (Start).
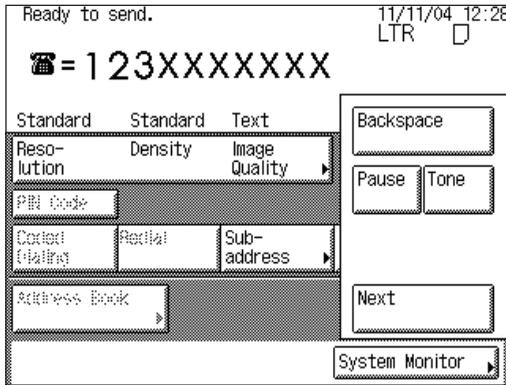
```
Ready to send.                    11/11/04 12:28
                                  LTR      □
  ☎ = 123XXXXXXX

Standard    Standard    Text      ┌──────────────┐
                                  │  Backspace   │
Reso-       Density     Image     └──────────────┘
lution                  Quality ▸ ┌───────┬──────┐
┌──────────┐                      │ Pause │ Tone │
│ PIN Code │                      └───────┴──────┘
Coded       Redial      Sub-
Dialing                 address ▸
                                  ┌──────────────┐
Address Book                      │    Next      │
          ▸                       └──────────────┘
                                  ┌──────────────┐
                                  │System Monitor▸│
                                  └──────────────┘
```

3 Enter the PIN Code using ⓪ - ⑨ (numeric keys) → press [OK].

```
Ready to send.                    11/11/04 12:28
                                  LTR      □
  ☎ = 123XXXXXXX

Standard    Standard    Text      Backspace
Res  ┌─────────────────────────────────┐
lut  │ 🖐 Enter PIN Code.               │
     │                                 │
PIN  │   ┌───────────────────────────┐ │
     │   │ ******************        │ │
Cod  │   └───────────────────────────┘ │
Dia  │   ┌───────────┐                 │
     │   │ Backspace │                 │
Ad   │   └───────────┘   ┌──────────┐  │
     │                   │   OK   ⏎ │  │
     └───────────────────└──────────┘──┘
                                  System Monitor ▸
```
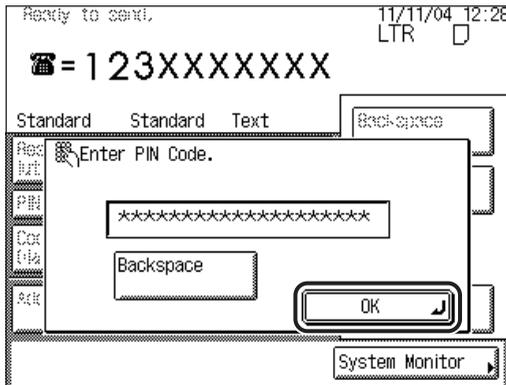
✎ NOTE

The PIN code appears as asterisks (*******) on the Enter PIN Code screen.

Fax Information Services

Many fax information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse telephone line, follow the procedure below to temporarily set the machine for tone dialing.

✎ NOTE

When you use fax information services, you cannot use the Redial mode.

1 **Press [On-hook] → enter the number of the fax information service using ⓪ - ⑨ (numeric keys).**
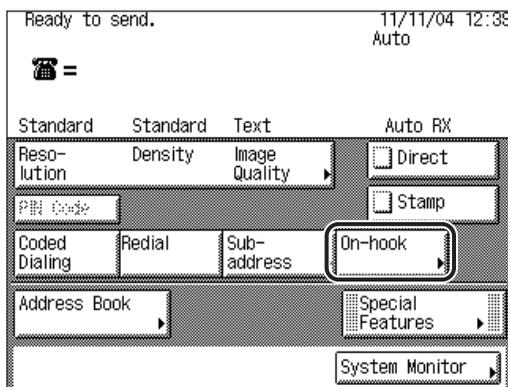
🖐 IMPORTANT

If the optional Card Reader-C1 is attached, the line will be disconnected if you press [On-hook], and then remove the control card while the line is engaged.

● **If you press [One-touch Dialing]:**

❑ Select the desired one-touch button → press [Done].
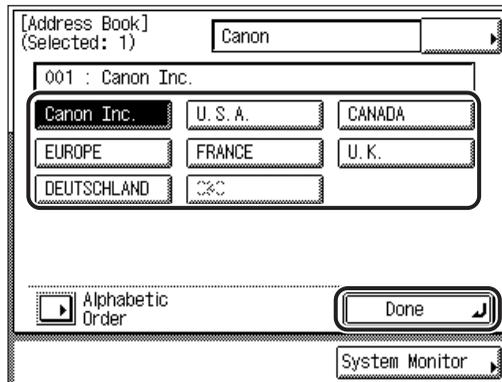
One-touch buttons are assigned a three digit number. To specify a destination using a one-touch button's three digit number, enter the three digit number using ⓪ - ⑨ (numeric keys).

For more information on specifying destinations using the one-touch buttons, see "Address Book," on p. 2-19.

2 When your call is answered and you hear the recorded message of the information service, press [Tone].
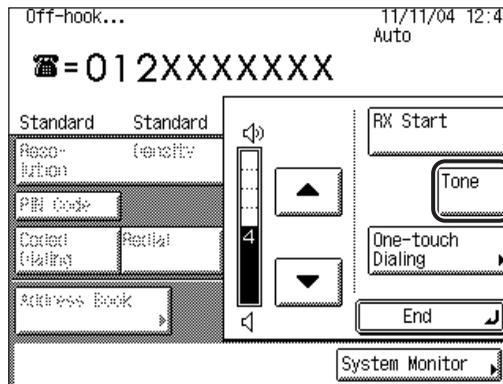
If you are already using this machine with tone dialing, this step is not necessary.

The volume of the dial tone can be adjusted by pressing [▼] or [▲].

After you press [Tone], a <T> appears on the touch panel display.
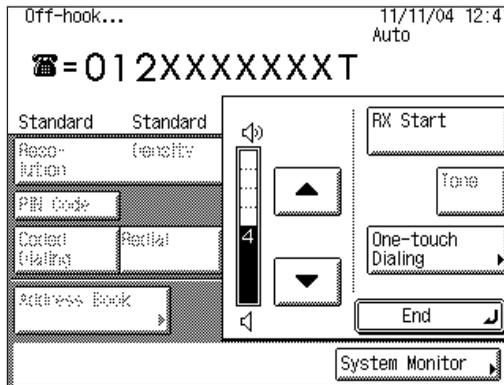
3 **Enter the numbers requested by the information service using ⓪ - ⑨ (numeric keys), ✳, and #.**
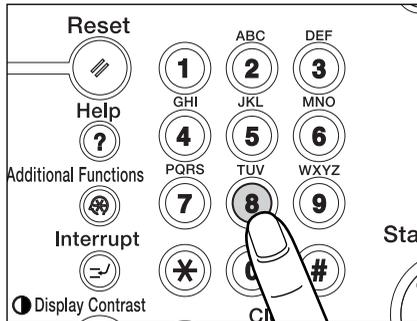
✎ NOTE

If you require more information about the service, contact the company providing the service.

4 Press [RX Start] if you require a faxed copy of the information.
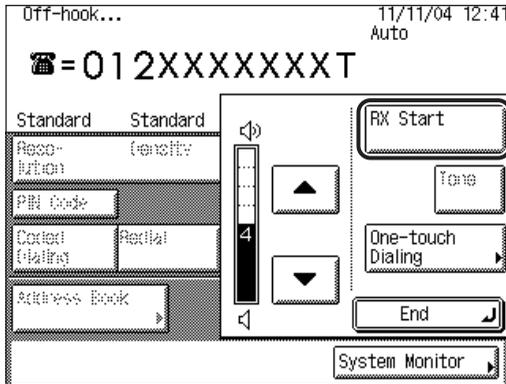
If you do not require a faxed copy of the information, press [End].

Checking/Changing the Fax Status

4

CHAPTER

This chapter describes how to check/change the status of send and receive jobs.

Checking/Changing the Status of Fax Jobs

This section describes how to check/change the status of fax jobs.

✐ NOTE

- If the optional iR Security Kit is activated by registering a license key and Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', [Log] is not displayed on the System Monitor screen.
- The maximum number of jobs that are displayed is:

  - TX Job Status screen: 64 jobs

  - Log screen: 100 jobs

Checking Fax Job Details

You can check the detailed information on any fax job, such as the destination and the date and time the job was specified.

1 Press [System Monitor].
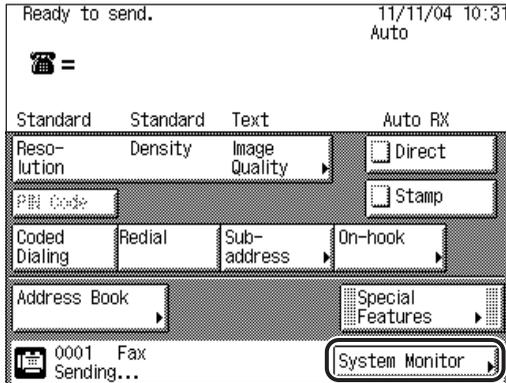
2 Press [Fax].
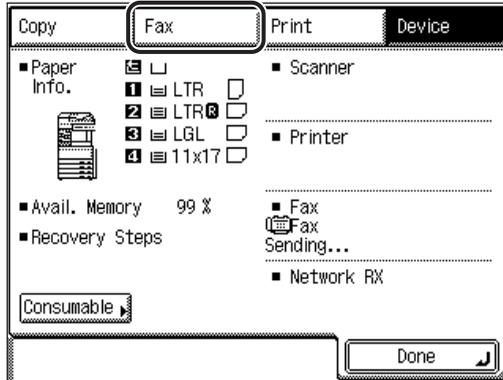
3 Select [TX Job Status] or [Log].

4
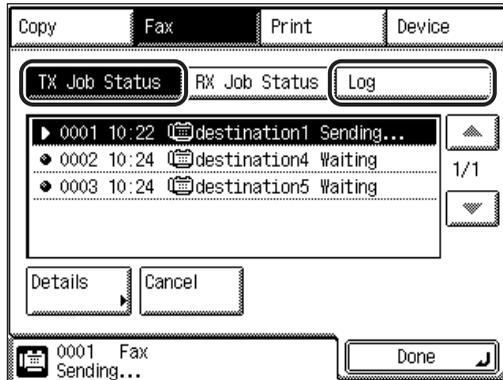
● **If you select [TX Job Status]:**

❑ Select a job whose detailed information you want to check → press [Details].
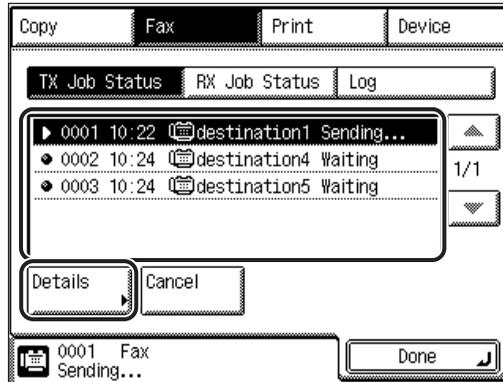
If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

● **If you select [Log]:**

❑ Select the job whose detailed information you want to check → press [Details].
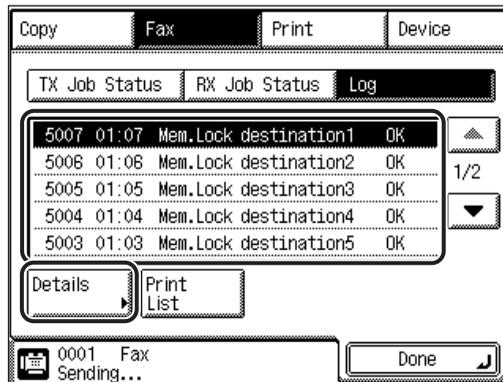
If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

4 **Check the details of the selected job.**

```
Job Number    : 0001
Status        : Sending...
...........................................................
■ Set Time        ▷ 11/11/2004 10:22
■ Department ID   ▷ -------
■ Destination     ▷   4      ┌─────────────────┐
                              │ Broadcast List  ▶│
                              └─────────────────┘
■ Pages           ▷   4
■ Mode            ▷ Send
■ Start Time      ▷ 12:14
                                    ┌──────────┐
                                    │  Done   ◢│
                                    └──────────┘

📠 0001  Fax                        ┌──────────┐
   Sending...                       │  Done   ◢│
                                    └──────────┘
```
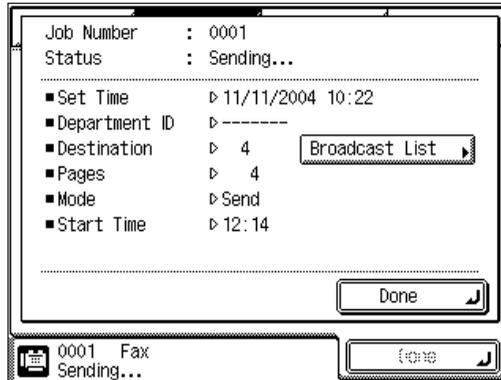
If you selected a job with multiple destinations, press [Broadcast List] ➞ check the status of each destination ➞ press [Done].

```
[Broadcast List]
   SQBDC:  4                   Job No.  :0001
  ┌─────────────────────────────────┐   ┌──────┐
  │ destination1          OK         │   │  ▲   │
  │ destination2          OK         │   └──────┘
  │ destination3          OK         │    1/1
  │ destination4          Sending... │   ┌──────┐
  │                                  │   │  ▼   │
  │                                  │   └──────┘
  └─────────────────────────────────┘
                                    ┌──────────┐
                                    │  Done   ◢│
                                    └──────────┘

📠 0001  Fax                        ┌──────────┐
   Sending...                       │  Done   ◢│
                                    └──────────┘
```
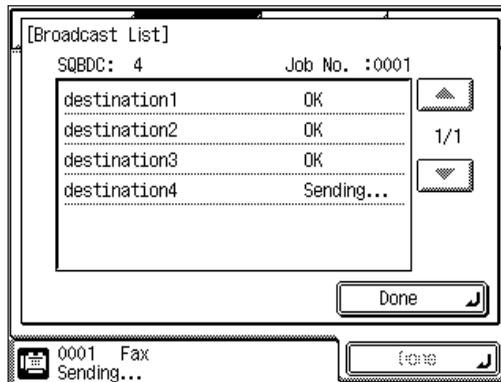
✎ NOTE

> You can erase documents that have been received in memory from the RX Job Status screen. If the memory is full, the machine cannot receive any documents. It is recommended that you erase unnecessary documents beforehand.

5 **Press [Done] repeatedly until the Fax Basic Features screen appears.**

Printing the TX Job Status/Log

You can print the TX Job Status/Log which includes the transmission time, destination, job number, transmission mode, number of pages, and transmission result.

1 Press [System Monitor] → [Fax].

If necessary, see the screen shots in steps 1 and 2 of "Checking Fax Job Details," on p. 4-2.

2 Press [Log] → [Print List].
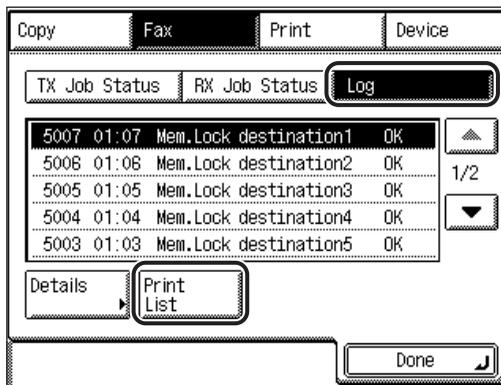
NOTE

The TX Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain, recycled, or color paper) is loaded in the paper sources whose settings in Fax in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].
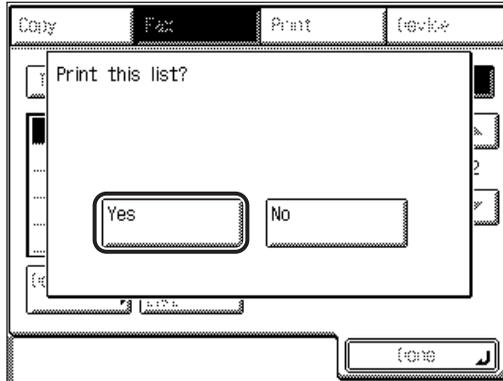
To cancel printing, press [No].

The TX Activity Report is printed.

4 Press [Done].

The display returns to the Fax Basic Features screen.

Checking/Changing the Status of Receive Jobs

You can check the details of received documents stored in memory, as well as the status of receive jobs.

✐ NOTE
The receive job log (Activity Report (RX)) screen displays up to 100 jobs.

Checking Receive Job Details

You can check detailed information on any received job, such as the destination and the date and time the job was received.

1 Press [System Monitor].

2 Press [Fax].

```
Copy        Fax          Print        Device

■ Paper        ▣ ⊔          ■ Scanner
  Info.        ❶ ⊑ LTR    ▯
               ❷ ⊑ LTR▣  ▯
               ❸ ⊑ LGL    ▯    ■ Printer
               ❹ ▤ 11x17 ▯

■ Avail. Memory   99 %          ■ Fax
                               ▥Fax
■ Recovery Steps               Receiving...

                                ■ Network RX
  Consumable ▸

                                        Done  ◢
```

3 Press [RX Job Status].

```
Copy        Fax          Print        Device

  TX Job Status    RX Job Status    Log

  ▶ 0001 10:22 ▥destination1 Sending...    ▲
  ● 0002 10:24 ▥destination4 Waiting
  ● 0003 10:24 ▥destination5 Waiting       1/1

                                           ▼

  Details    Cancel
         ▸

  ▥ 0001  Fax                          Done  ◢
     Calling...
```
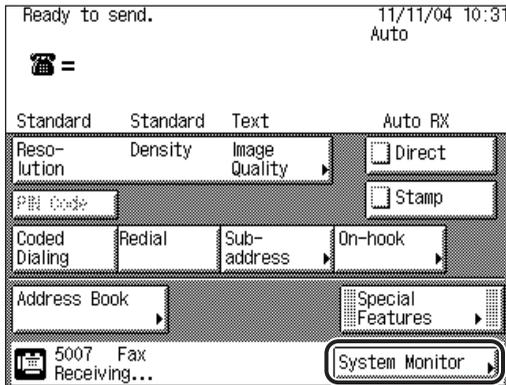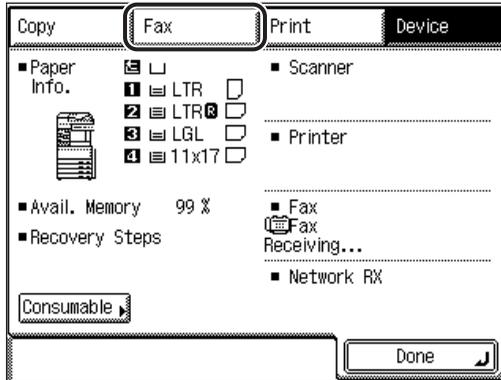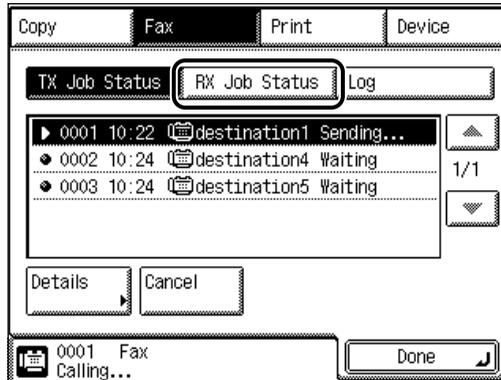
4 Select the job whose detailed information you want to check → press [Details].
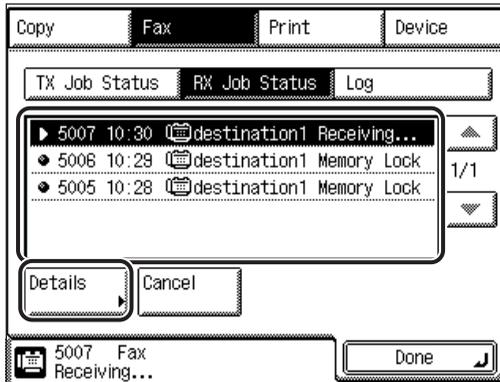
If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

5 Check the details of the selected job.
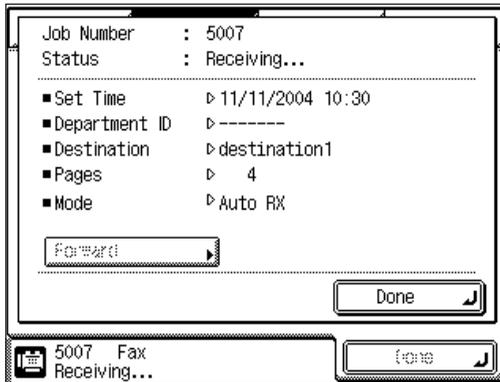
6 Press [Done] repeatedly until the Fax Basic Features screen appears.

Erasing Received Documents

You can erase documents that have been received in memory from the RX Job Status screen. If the memory is full, the machine cannot receive any more documents. It is recommended that you erase unnecessary documents as often possible.

1 Press [System Monitor] → [Fax].

If necessary, see the screen shots in steps 1 and 2 of "Checking Receive Job Details," on p. 4-8.

2 Press [RX Job Status].

If necessary, see the screen shot in step 3 of "Checking Receive Job Details," on p. 4-8.

3 Select the job that you want to erase → confirm the details of the job → press [Erase].

```
┌─────────────────────────────────────────────┐
│ Copy      Fax        Print      Device       │
│                                              │
│  TX Job Status  RX Job Status   Log          │
│  ┌──────────────────────────────────┐  ▲     │
│  │ ▶ 5007 10:30 📇destination1 Receiving...│      │
│  │ ● 5006 10:29 📇destination1 Memory Lock │  1/1  │
│  │ ● 5005 10:28 📇destination1 Memory Lock │      │
│  │                                  │  ▼     │
│  │                                  │        │
│  └──────────────────────────────────┘        │
│  Details  ▶ │ Erase │                        │
│  ┌─────────────┐          ┌──────────┐       │
│  │📇 5007  Fax │          │  Done  ⏎ │       │
│  │  Receiving... │        └──────────┘       │
└─────────────────────────────────────────────┘
```
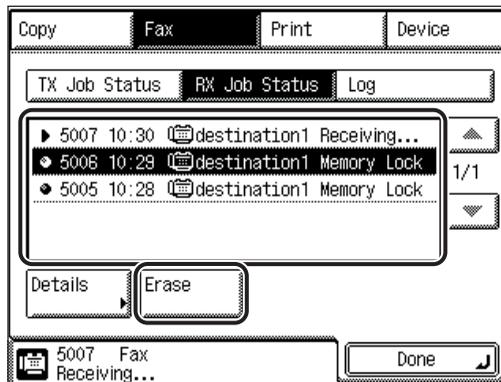
If the job that you want to erase is not displayed, press [▼] or [▲] to scroll to the desired job.

You can select and cancel a document that is currently being received.

You cannot erase a document that is being printed.

If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.

4 Press [Yes].
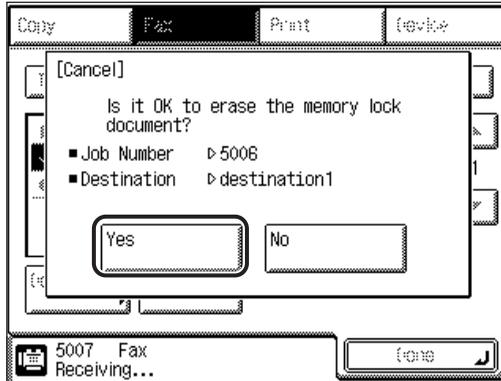
If you do not want to erase the document, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The selected document is erased.

5 Press [Done].

The display returns to the Fax Basic Features screen.

Forwarding Received Documents

You can forward received documents that have been stored in memory from the System Monitor screen.

1 Press [System Monitor] → [Fax].

If necessary, see the screen shots in steps 1 and 2 of "Checking Receive Job Details," on p. 4-8.

2 Press [RX Job Status].

If necessary, see the screen shot in step 3 of "Checking Receive Job Details," on p. 4-8.

3 Select the job that you want to forward → press [Details].

```
Copy        Fax         Print       Device

  TX Job Status   RX Job Status   Log

  ▶ 5007 10:30 📠destination1 Receiving...   ▲
  ● 5006 10:29 📠destination1 Memory Lock
  ● 5005 10:28 📠destination1 Memory Lock    1/1
                                             ▼

  Details      Erase

  📠 5007  Fax                          Done
      Receiving...
```
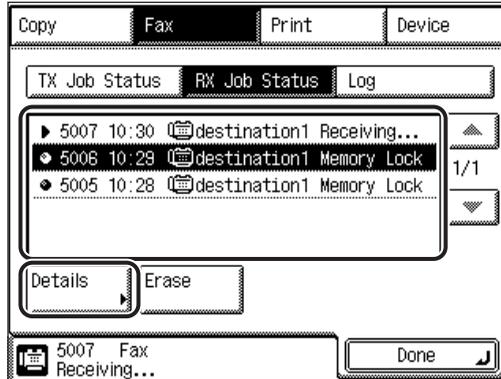
If the job that you want to forward is not displayed, press [▼] or [▲] to scroll to the desired job.

4 Check the job details → press [Forward].

```
  Job Number    : 5006
  Status        : Received as Memory Lock.
  -------------------------------------------
  ■ Set Time        ▷ 11/11/2004 10:29
  ■ Department ID   ▷ -------
  ■ Destination     ▷ destination1
  ■ Pages           ▷   5
  ■ Mode            ▷ Auto RX

  Forward

                                    Done

  📠 5007  Fax                          Done
      Receiving...
```
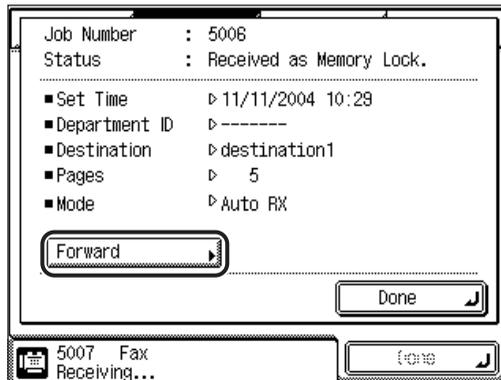
5 Specify the forwarding destination → press [Start].

```
🖐[Forward] Select the forwarding destination.

☎ = 222XXXXXXX

Pause  Tone                      Backspace

PIN Code

Address Book    Coded
            ▸   Dialing

    Cancel                         Start

📠 5007  Fax                         Done
    Receiving...
```
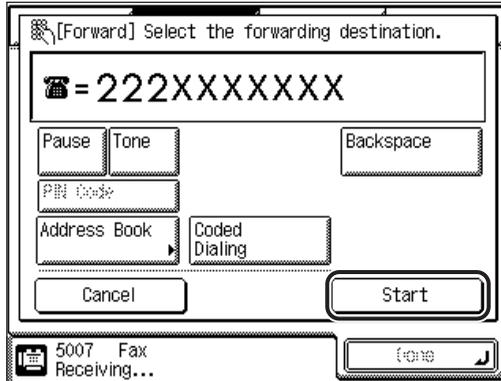
For instructions on specifying the destination, see "Dialing Methods," on p. 2-16.

The selected document is forwarded to the specified destination.

🖑 IMPORTANT

If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On' when the machine is in the System Management mode, you cannot specify a forwarding destination using ⓪ - ⑨ (numeric keys).

6 Press [Done] repeatedly until the Fax Basic Features screen appears.

Customizing Fax Settings

5

CHAPTER

This chapter describes how to store and change the default settings of the Fax function to suit your needs.

Custom Fax Settings Table

The following items can be stored or set in Custom Fax Settings from the Additional Functions screen.

■ **Custom Fax Settings**

Item	Settings	Applicable Page
User Settings		
Standard Key Settings	All Modes (No Settings*)	p. 5-4
Unit Telephone #	20 digits maximum	p. 1-19
Unit Name	24 characters maximum	p. 1-23
Sender's Names (TTI)	01 to 99, Register, Erase	p. 1-21
TX Terminal ID	On[*1]: Option: Printing Position: Inside, Outside[*1] Display Destination Name: On[*1], Off Telephone # Mark: FAX[*1], TEL Off	p. 5-7
Density Control	1 to 9; 5*	p. 5-11
Tel Line Type	Pulse, Tone[*1]	p. 1-12
Volume Control	Alarm Volume: 0 to 8; 4[*1] Monitor Volume: 0 to 8; 4[*1]	p. 5-12
Standard Settings	Store, Initialize	p. 5-14
TX Settings		
ECM TX	On[*1], Off	p. 5-41
Pause Time	1 to 15 seconds; 2 seconds[*1]	p. 5-43

*1 Indicates the default setting.

■ Custom Fax Settings Table Continued

Item	Settings			Applicable Page
Auto Redial	On[*1]:	Option: Redial Times: 1 to 10 times; 2 times[*1] Redial Interval: 2 to 99 minutes; 2 minutes[*1]		p. 5-45
	Off			
Printer Settings				
Select Cassette	Switch A: On[*1], Off Switch B: On[*1], Off Switch C: On[*1], Off Switch D: On[*1], Off			p. 5-54
Receive Reduction	On[*1]	RX Reduction: Auto[*1], Fixed Reduction, Reduce % Reduce Direction: Vertical & Horizontal, Vertical Only[*1]		p. 5-58
	Off			
Two-sided Print	On, Off[*1]			p. 5-61
2 On 1 Log	On, Off[*1]			p. 5-63
Register Destinations	[001] to [200]	Register, Erase, Group Destination		p. 5-26
	Index	001 to 200		
RX Settings				
ECM RX	On[*1], Off			p. 5-50
Received Page Footer	On, Off[*1]			p. 5-52
File Settings				
Memory Inboxes Settings	Register, Erase			p. 5-66

*1 Indicates the default setting.

✏ NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," on p. ii.

User Settings

This section describes the settings that can be made when you press [User Settings] on the Additional Functions screen. These settings include important features, such as registering a standard key, or attaching a Transmission Terminal ID, which includes the telephone number and the date and time that prints on the documents you send. You can also set alarms and the scan density.

Registering the Standard Key

You can store frequently used fax settings in a Standard key, which is displayed on the Fax Basic Features screen for your convenience. The settings that can be selected include the Delayed TX, Sender's Names, Memory Box, and Zoom TX modes.
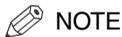
$\oslash$ NOTE

The default setting is 'No Settings'.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings].
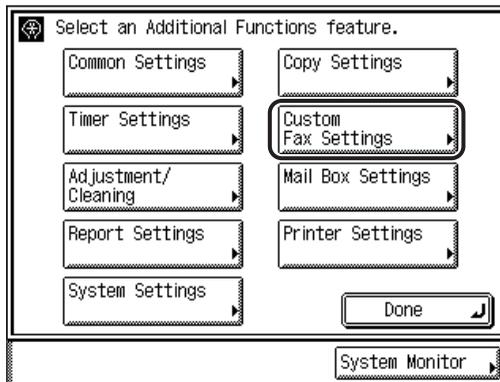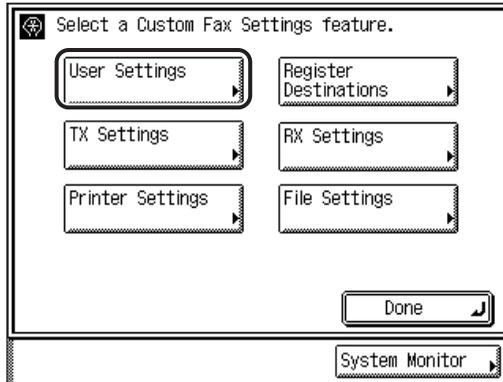
2 Press [User Settings].

```
┌─────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature.  │
│  ┌──────────────┐  ┌──────────────┐      │
│  │ User Settings│  │ Register      │      │
│  │             ▸│  │ Destinations ▸│      │
│  └──────────────┘  └──────────────┘      │
│  ┌──────────────┐  ┌──────────────┐      │
│  │ TX Settings  │  │ RX Settings  │      │
│  │             ▸│  │             ▸│      │
│  └──────────────┘  └──────────────┘      │
│  ┌──────────────┐  ┌──────────────┐      │
│  │Printer Settings│ │ File Settings│     │
│  │             ▸│  │             ▸│      │
│  └──────────────┘  └──────────────┘      │
│                                           │
│                     ┌──────────────┐      │
│                     │ Done        ◢│      │
│                     └──────────────┘      │
│ ┌───────────────────────────────────────┐│
│ │                    System Monitor ▸   ││
│ └───────────────────────────────────────┘│
└─────────────────────────────────────────┘
```

3 Press [Standard Key Settings].

```
┌─────────────────────────────────────────┐
│ ⊕ [User Settings]                         │
│  Standard Key Settings       ┌─────────┐ │
│   ▸ No Settings              │        ▸│ │
│                              └─────────┘ │
│  Unit Telephone #            ┌─────────┐ │
│   ▸                          │        ▸│ │
│                              └─────────┘ │
│  Unit Name                   ┌─────────┐ │
│   ▸                          │        ▸│ │
│                              └─────────┘ │
│  Sender's Names (TTI)        ┌─────────┐ │
│   ▸ 0                        │        ▸│ │
│                              └─────────┘ │
│  1/3  ┌───┐ ┌───┐   ┌──────────────┐    │
│       │ ▼ │ │ ▲ │   │ Done        ◢│    │
│       └───┘ └───┘   └──────────────┘    │
│ ┌───────────────────────────────────────┐│
│ │                    System Monitor ▸   ││
│ └───────────────────────────────────────┘│
└─────────────────────────────────────────┘
```
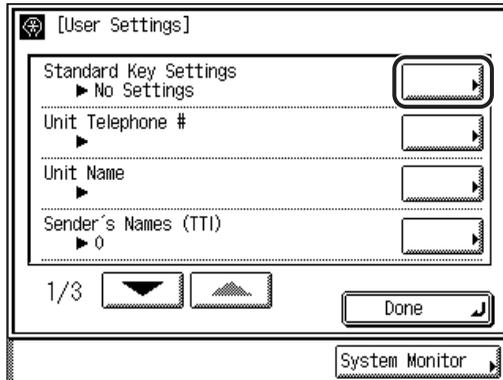
✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Press [▼] or [▲] to display the desired setting group → select the desired setting → press [OK].
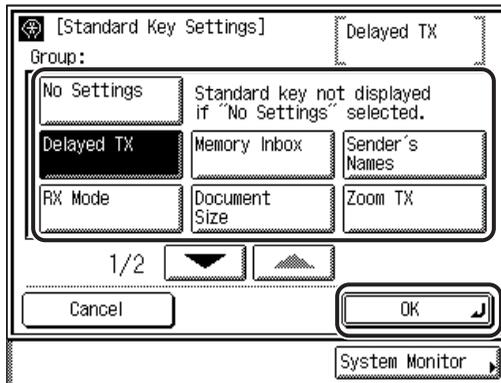
The selected mode is set.

✍ NOTE

- To cancel a Standard Key setting, press [No Settings] → [OK] → [Done] repeatedly until the Fax Basic Features screen appears.
- To cancel storing the setting, press [Cancel].

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Example: The stored Standard key is displayed on the Fax Basic Features screen, as shown below.
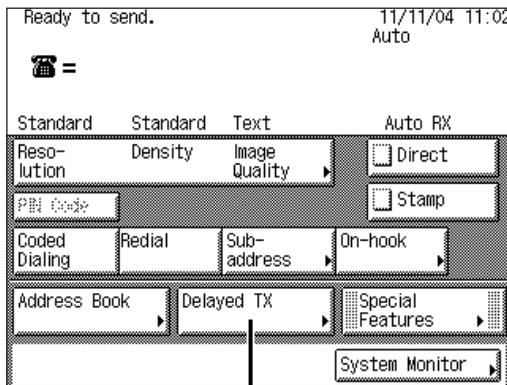
Standard Key

Printing the TX Terminal ID

The TX Terminal ID setting enables you to specify whether the sender information is printed at the top of every document you send via fax. Information, such as your fax number and name is printed, enabling the recipient to know who sent the document.

🖐 IMPORTANT

In the United States, this setting must be set to 'On'. Please see "FCC (Federal Communications Commission)," on p. xiii, and "Things You Must Do Before Using This Machine," on p. 1-10 for details on FCC rules governing the use of facsimile equipment in the United States.

📝 NOTE

• If you set TX Terminal ID to 'On', you can also set the position of the Terminal ID information which is printed on the recipient's paper.
• The default settings are:

- TX Terminal ID:	On
- Printing Position:	Outside
- Display Destination Name:	On
- Telephone # Mark:	FAX

1 Press ⓐ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Registering the Standard Key," on p. 5-4.

2 Press [▼] or [▲] until [TX Terminal ID] appears → press [TX Terminal ID].

```
┌─────────────────────────────────────────────┐
│ ⊕ [User Settings]                            │
│ ┌─────────────────────────────────────────┐ │
│ │ TX Terminal ID                          │ │
│ │  ► On                        ┌────────┐ │ │
│ │                              └────────┘ │ │
│ │ Density Control              ┌────────┐ │ │
│ │                              └────────┘ │ │
│ │ Tel Line Type                           │ │
│ │  ► Tone                      ┌────────┐ │ │
│ │                              └────────┘ │ │
│ │ Volume Control               ┌────────┐ │ │
│ │                              └────────┘ │ │
│ └─────────────────────────────────────────┘ │
│  2/3  ┌───▼──┐┌──▲───┐      ┌─────────────┐  │
│       └──────┘└──────┘      │  Done     ↵ │  │
│                             └─────────────┘  │
│ ┌───────────────────────────┬──────────────┐│
│ │                           │System Monitor ▸││
│ └───────────────────────────┴──────────────┘│
└─────────────────────────────────────────────┘
```

3 Select [On] or [Off].

```
┌─────────────────────────────────────────────┐
│ ⊞ [User Settings]                            │
│ ┌─────────────────────────────────────────┐ │
│ │ ⊕ [TX Terminal ID]                      │ │
│ │                                         │ │
│ │    ┌──────────┐   ┌──────────┐          │ │
│ │    │   On     │   │   Off    │          │ │
│ │    └──────────┘   └──────────┘          │ │
│ │         ┌─┴─┐                           │ │
│ │    ┌──────────┐                         │ │
│ │    │ Option  ▸│                         │ │
│ │    └──────────┘                         │ │
│ │                                         │ │
│ │  ┌──────────┐          ┌────────────┐   │ │
│ │  │ Cancel   │          │  OK      ↵ │   │ │
│ │  └──────────┘          └────────────┘   │ │
│ └─────────────────────────────────────────┘ │
│ ┌───────────────────────────┬──────────────┐│
│ │                           │System Monitor ▸││
│ └───────────────────────────┴──────────────┘│
└─────────────────────────────────────────────┘
```
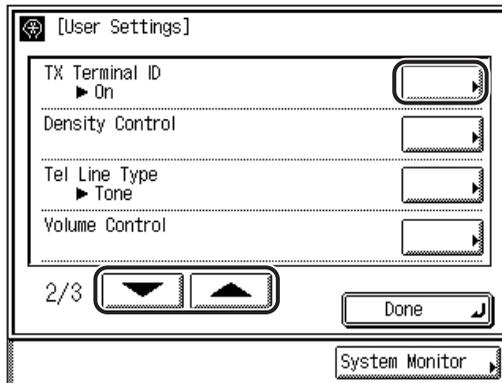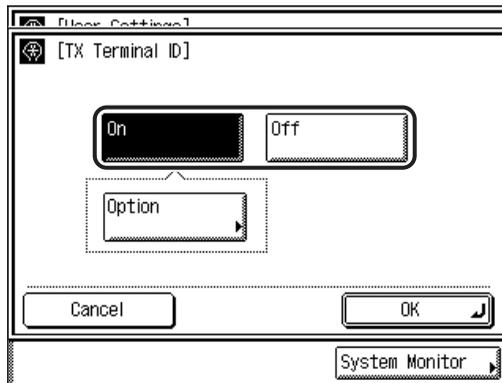
● **If you select [On]:**

❑ Press [Option].

❑ Specify [Inside] or [Outside] to select the printing position of the Terminal ID information.

❑ Select [On] or [Off] for <Display Destination Name>.

❑ Select [FAX] or [TEL] for <Telephone # Mark>.

❑ Press [OK].
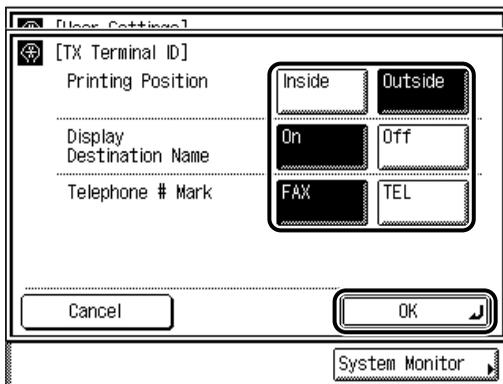
Printing Position

[Inside]: The Terminal ID information is printed inside the image area on the recipient's paper.

[Outside]: The Terminal ID information is printed outside the image area on the recipient's paper.

Display Destination Name

[On]: The destination's name is displayed in the Terminal ID information.

[Off]: The destination's name is not displayed in the Terminal ID information.

Telephone # Mark

[FAX]: "FAX" is printed before the fax number.

[TEL]: "TEL" is printed before the telephone number.

Customizing Fax Settings

5

Example: If you set TX Terminal ID and Display Destination Name to 'On', the Terminal ID information is printed on the recipient's paper as follows:
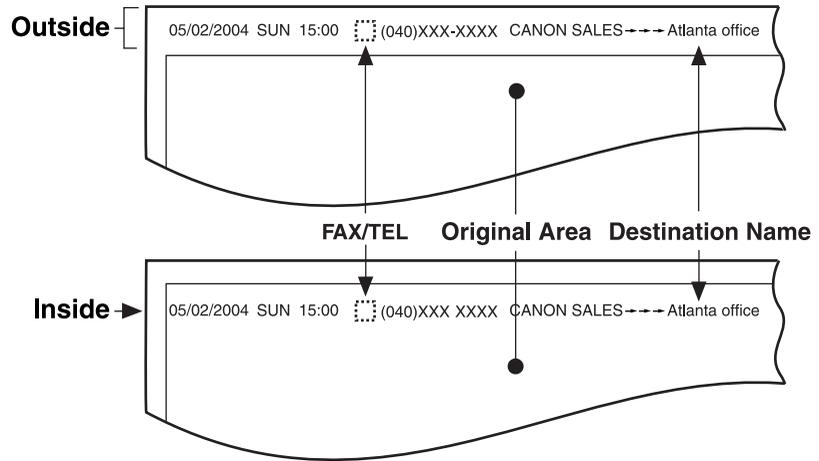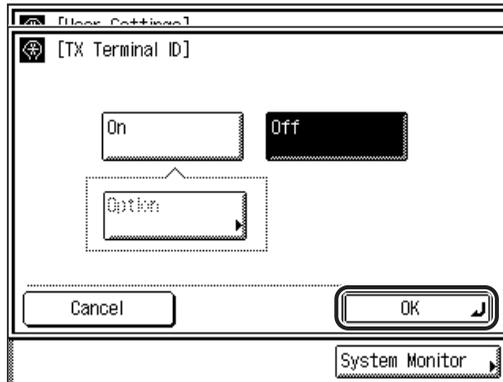
Outside — 05/02/2004 SUN 15:00 ⬚ (040)XXX-XXXX CANON SALES → → Atlanta office

FAX/TEL   Original Area   Destination Name

Inside → 05/02/2004 SUN 15:00 ⬚ (040)XXX XXXX CANON SALES → → Atlanta office

The selected mode is set.

● **If you select [Off]:**

❑ Press [OK].

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Setting the Standard Density

Setting the standard density enables you to scan all of your documents with the same density. For example, if you frequently scan documents with text or fine lines, the setting should be towards [Dark]. However, if you frequently scan documents containing printed images or halftones, the setting should be towards [Light].

📎 NOTE

- The resolution (sharpness of the image) does not change even if you change the density.
- The default setting is in the middle (5) on a scale of 1 to 9.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Registering the Standard Key," on p. 5-4.

2 Press [▼] or [▲] until [Density Control] appears → press [Density Control].

```
┌─────────────────────────────────────┐
│ ⊛ [User Settings]                    │
│  ┌─────────────────────────────────┐ │
│  │ TX Terminal ID                  │ │
│  │   ► On                       ►  │ │
│  │ ─────────────────────────────── │ │
│  │ Density Control              ►  │ │
│  │ ─────────────────────────────── │ │
│  │ Tel Line Type                   │ │
│  │   ► Tone                     ►  │ │
│  │ ─────────────────────────────── │ │
│  │ Volume Control               ►  │ │
│  └─────────────────────────────────┘ │
│  2/3  [ ▼ ] [ ▲ ]        [ Done  ↵ ] │
│ ──────────────────────────────────── │
│                      [System Monitor ►]│
└─────────────────────────────────────┘
```
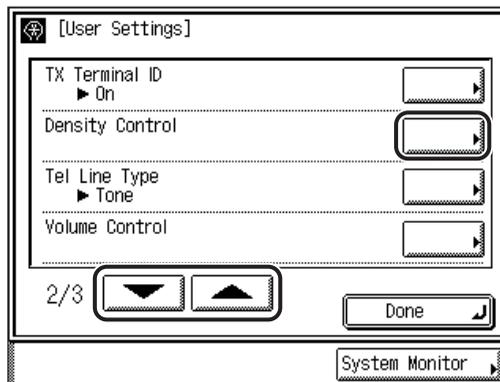
3 Press [Light] or [Dark] to set the scanning density → press [OK].
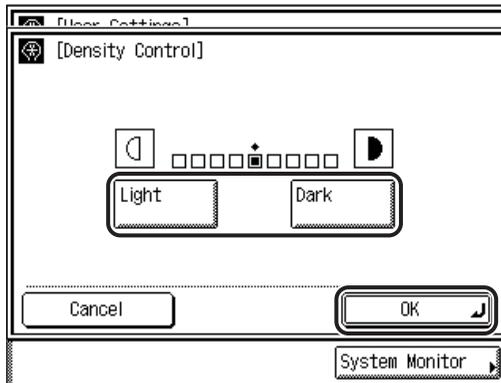
The selected mode is set.

✐ NOTE

To cancel this setting, press [Cancel].

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Adjusting the Alarm and Monitor Volume

You can set the volume for the alarm and monitor tones that this machine sounds during a fax transmission.

✐ NOTE

- The alarm tone sounds when sending or receiving is canceled.
- The monitor tone sounds when the machine connects to the recipient's fax machine.
- The default setting for both the Alarm Volume and Monitor Volume is in the middle (4), on a scale of 0 to 8.

1 Press ◎ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Registering the Standard Key," on p. 5-4.

2 Press [▼] or [▲] until [Volume Control] appears → press [Volume Control].

```
[User Settings]

TX Terminal ID
  ▶ On                                    ▶

Density Control                           ▶

Tel Line Type
  ▶ Tone                                  ▶

Volume Control                            ▶

2/3   [ ▼ ]  [ ▲ ]              [  Done   ↵ ]

                              [ System Monitor ▶ ]
```
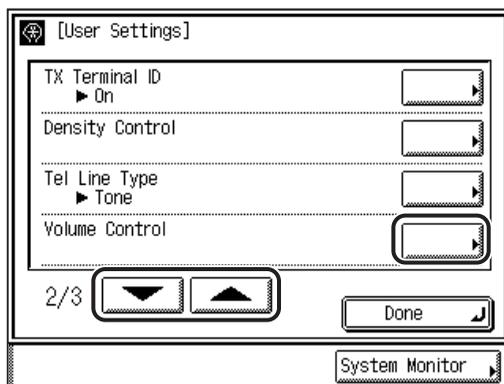
3 Press [▼] or [▲] to set the Alarm Volume and Monitor Volume → press [OK].

```
[User Settings]

[Volume Control]

  Alarm Volume              Monitor Volume

    [▲]                        [▲]
  4                         4
    [▼]                        [▼]

[  Cancel  ]                  [    OK    ↵ ]

                              [ System Monitor ▶ ]
```
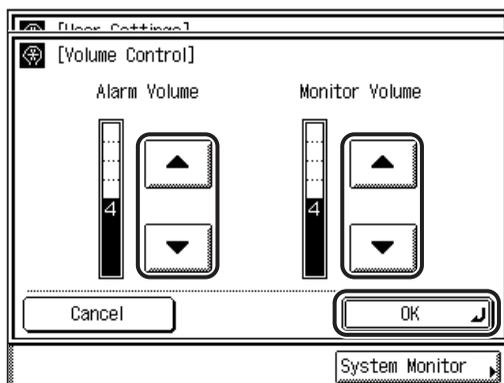
You can set the volume to any level on a scale of 0 to 8.

If you set the volume to '0', the volume is muted and no tone will sound.

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Changing the Standard Fax Settings

This mode enables you to change the standard settings for the Fax function, including the resolution, density, image quality, direct transmission, and document stamp modes.

✎ NOTE

The default settings are as follows:

- Resolution: Standard
- Density: Standard
- Image Quality: Text
- Direct TX: No
- Stamp: No

Storing the Standard Settings

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Registering the Standard Key," on p. 5-4.

2 Press [▼] or [▲] until [Standard Settings] appears → press [Standard Settings].
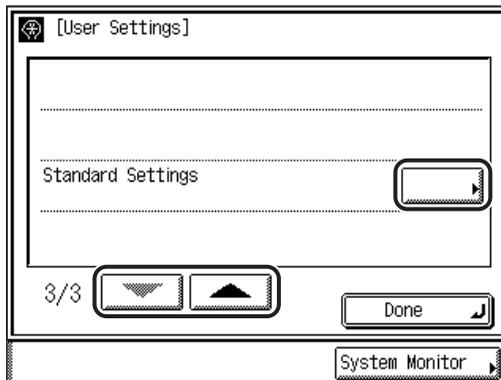
3 Press [Store].
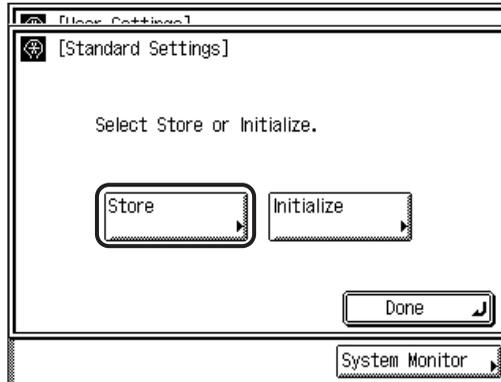
4 Select [Resolution/Density/Image Quality], [Direct], or [Stamp] → specify the desired settings.
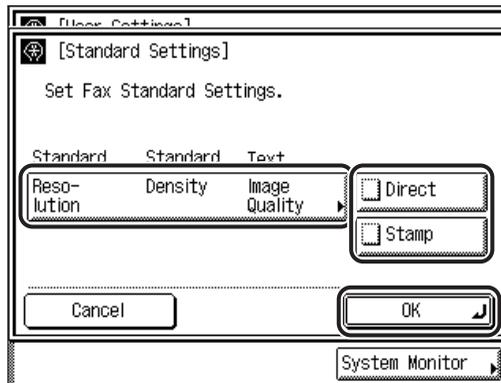
● **If you selected [Resolution/Density/Image Quality]:**

❑ Specify the desired settings → press [Done].
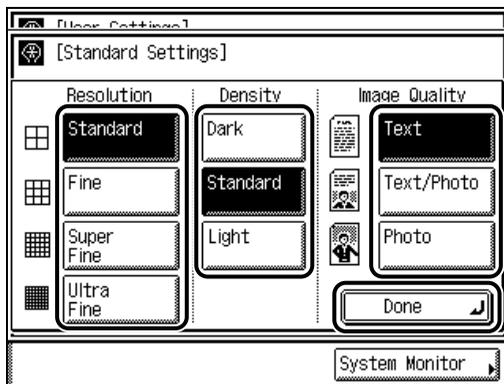
✎ NOTE

• For instructions on specifying the resolution, density, and image quality, see "Resolution, Density, and Image Quality," on p. 2-2.

• For instructions on setting Direct Sending, see "Direct Sending," on p. 2-8.

• For instructions on setting the Stamp mode, see "Stamping Originals," on p. 2-14.

• To cancel setting the standard fax settings, press [Cancel].

5 Press [OK].

The selected mode is set.

6 Press [Done] repeatedly until the Fax Basic Features screen appears.

Initializing the Standard Settings

You can restore the Standard Settings to their default settings.

1 Press ◎ (Additional Functions) → [Custom Fax Settings] → [User Settings].

If necessary, see the screen shots in steps 1 and 2 of "Registering the Standard Key," on p. 5-4.

2 Press [▼] or [▲] until [Standard Settings] appears → press [Standard Settings].

```
⊕ [User Settings]


  ┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈

  Standard Settings                    ▶


  ┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈

  3/3    ▼    ▲              Done    ↵

                             System Monitor  ▶
```

3 Press [Initialize].

```
   [User Settings]
⊕ [Standard Settings]


     Select Store or Initialize.


        Store    ▶   Initialize  ▶


                             Done    ↵

                             System Monitor  ▶
```
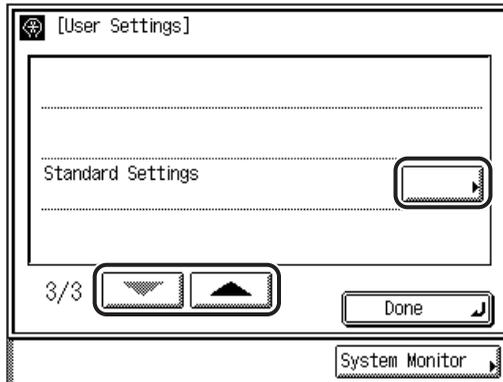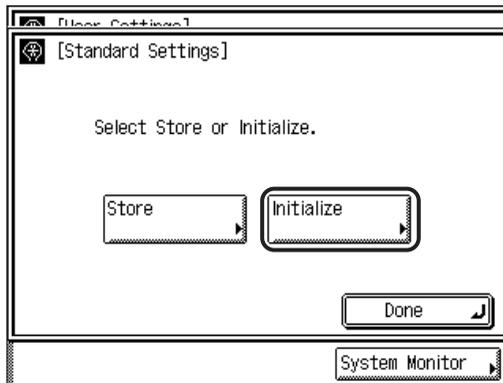
4 Press [Yes].
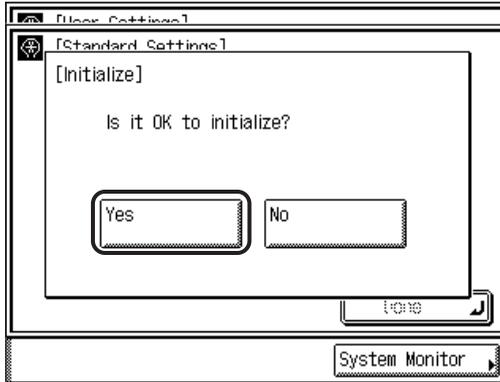
To cancel initializing the Standard Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.
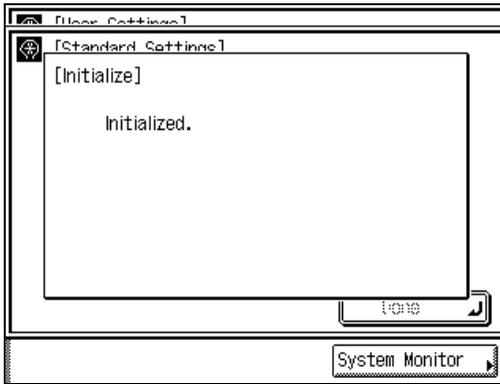
The Standard settings are initialized.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Storing Destinations

The telephone numbers and names of destinations that you frequently call can be stored in one-touch speed dialing keys.

Storing One-Touch Speed Dialing Keys

You can store up to 200 destinations in one-touch buttons within the Address Book directory.

Storing destinations in a one-touch speed dialing key enables you to easily specify a destination when sending an original.

The Address Book directory contains 14 indexes, each of which can store up to 15 destinations.

IMPORTANT

Changes made to the contents of a one-touch speed dialing key while documents are being sent or waiting to be sent (to destinations stored in that key), will not take effect until the next time you dial that destination.

NOTE

- If you are storing a destination in a one-touch speed dialing key, you can also set transmission functions, such as the sending time, send speed, and subaddress, in addition to the telephone number and name.
- The number of a one-touch button is used as the number for coded speed dialing.

1 Press ⊛ (Additional Functions) → [Custom Fax Settings].

```
⊕ Select an Additional Functions feature.

  Common Settings ▸        Copy Settings ▸

  Timer Settings ▸         Custom
                           Fax Settings ▸

  Adjustment/              Mail Box Settings ▸
  Cleaning ▸

  Report Settings ▸        Printer Settings ▸

  System Settings ▸              Done ↵

                              System Monitor ▸
```

2 Press [Register Destinations].

```
⊕ Select a Custom Fax Settings feature.

  User Settings ▸          Register
                           Destinations ▸

  TX Settings ▸            RX Settings ▸

  Printer Settings ▸       File Settings ▸

                                Done ↵

                              System Monitor ▸
```

3 Press [⌷] (Index).

[Register Destinations]

	Canon	—**Index**
Canon Inc. ▸	U. S. A. ▸	CANADA ▸
EUROPE ▸	FRANCE ▸	U. K. ▸
DEUTSCHLAND ▸	S&S ▸	*009 ▸
*010 ▸	*011 ▸	*012 ▸
*013 ▸	*014 ▸	*015 ▸

▸ Index Edit   Done ↵

System Monitor ▸

4 Select the index in which you want to store the destination.

[Register

Canon
S&S
SALES
COPIER
[061]-[075]
[076]-[090]
[091]-[105]
[106]-[120]

Canon Inc
EUROPE
DEUTSCHLA
*010
*013
▸ Index

1/2

System Monitor ▸
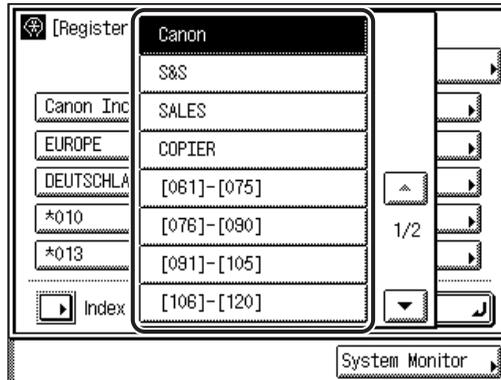
If the desired index is not displayed, press [▼] or [▲] to scroll to the desired index.

5 Select the one-touch speed dialing key in which you want to store the destination.

```
┌─────────────────────────────────────────────┐
│ ⊕ [Register Destinations]                     │
│              ┌──────────────────┐            │
│              │ S&S              │          ▶  │
│              └──────────────────┘            │
│  ┌──────────┐  ┌──────────┐  ┌──────────┐    │
│  │ Dallas  ▸│  │ New York▸│  │ Toronto ▸│    │
│  ├──────────┤  ├──────────┤  ├──────────┤    │
│  │Charleston▸│ │ Honolulu▸│  │ Chicago ▸│    │
│  ├──────────┤  ├──────────┤  ├──────────┤    │
│  │Los Angels▸│ │ Salem   ▸│  │Milwaukee▸│    │
│  ├──────────┤  ├──────────┤  ├──────────┤    │
│  │ Arizona ▸│  │ *026    ▸│  │ *027    ▸│    │
│  ├──────────┤  ├──────────┤  ├──────────┤    │
│  │ *028    ▸│  │ *029    ▸│  │ *030    ▸│    │
│  └──────────┘  └──────────┘  └──────────┘    │
│   ▸ Index Edit              ┌──────────┐     │
│                             │  Done   ↵│     │
│                             └──────────┘     │
│ ──────────────────────────────────────────── │
│                         ┌───────────────┐    │
│                         │ System Monitor▸│   │
│                         └───────────────┘    │
└─────────────────────────────────────────────┘
```

6 Press [Register].

```
┌─────────────────────────────────────────────┐
│ ⊕ ▒[Register Destinations]                   │
│  ┌──────────────┐                            │
│  │ 026          │                            │
│  └──────────────┘                            │
│  ┌─────────────────────────────────────────┐ │
│  │      S&S                                 │ │
│  │  ☎ = Not registered.                     │ │
│  │  026                                     │ │
│  │                                          │ │
│  └─────────────────────────────────────────┘ │
│  ┌──────────┐ ┌──────────┐  ┌────┐ ┌────┐    │
│  │Register ▸│ │ Erase   │  │ ◀ │ │ ▶ │     │
│  └──────────┘ └──────────┘  └────┘ └────┘    │
│  ☐ Group Destination        ┌──────────┐     │
│                             │  Done   ↵│     │
│                             └──────────┘     │
│ ──────────────────────────────────────────── │
│                         ┌───────────────┐    │
│                         │ System Monitor▸│   │
│                         └───────────────┘    │
└─────────────────────────────────────────────┘
```
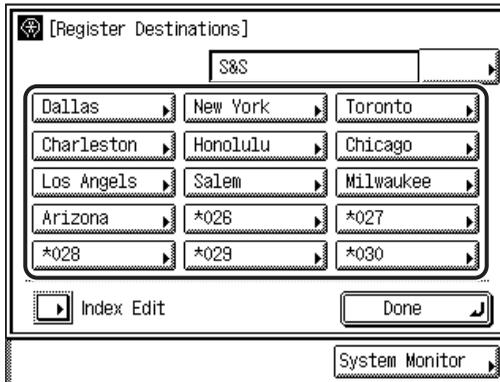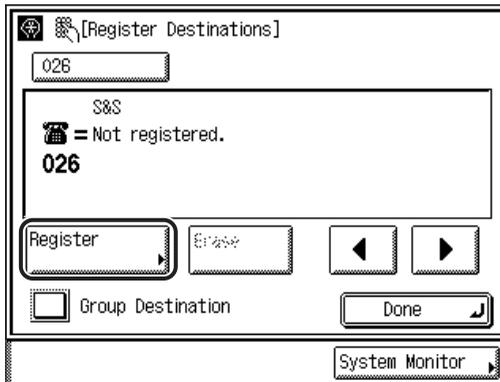
✐ NOTE

- For instructions on storing a group dialing destination, see "Storing Group Destinations," on p. 5-33.

- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

7 Enter the fax number of the destination using <key>0</key> - <key>9</key> (numeric keys) → press [Next].

```
⊕ 🖳[Register Dest.:*026] Enter the number.

☎ = 012XXXXXXX|

[Pause] [Tone]    [◀] [▷]        [Backspace]

[Space]    [+]
                              Option
                              [▶]

[Cancel]   [◀  Back]      [Next  ▶]

                        [System Monitor ▶]
```
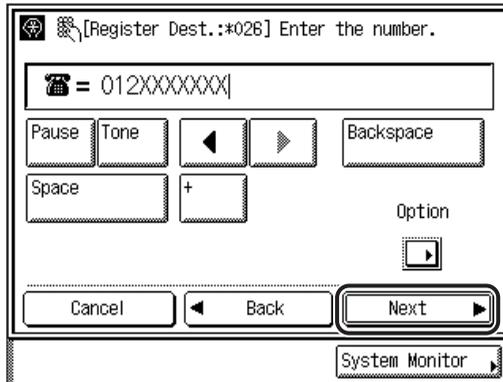
Details of each item are shown below.

[Pause]: Press to insert a pause of several seconds in the fax number that you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of a fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the telephone number. (See "Pause Time," on p. 5-43.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears. (See "Fax Information Services," on p. 3-41.)

[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the last number entered.

[Space]: Press to insert a space between numbers.

[+]: Use to insert a country code. Press [+] after the country code, and before the fax number.

[Option]: Press to specify the subaddress, password, ECM TX, sending speed, and type of call settings. These settings are optional. For instructions on specifying the optional one-touch speed dialing settings, see "One-Touch Speed Dialing Settings," on p. 5-26.

⊕ IMPORTANT

You cannot insert a pause or a space at the beginning of a number.

- You can enter up to 120 characters for the fax number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press ⓒ (Clear) to clear your entry.

8 Enter the name of the destination → press [Next].

```
⊕[Register Destinations:*026] Name (Max 24 char.)
┌─────────────────────────────┐  ┌──────────┐
│ Sacramento office           │  │ Alphabet │
└─────────────────────────────┘  └──────────┘
┌──────┐ ┌──────┐ ┌───────────┐  ┌────────────┐
│  ◄   │ │  ►   │ │ Backspace │  │ Entry Mode │
└──────┘ └──────┘ └───────────┘  └────────────┘
┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
│q ││w ││e ││r ││t ││y ││u ││i ││o ││p ││- │
└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘
┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
│a ││s ││d ││f ││g ││h ││j ││k ││l ││@ │
└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘
┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
│z ││x ││c ││v ││b ││n ││m ││. ││/ ││_ │
└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘
        ┌───────────┐          ┌───────┐
        │   Space   │          │ Shift │
        └───────────┘          └───────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│  Cancel  │  │ ◄  Back  │  │ Next   ► │
└──────────┘  └──────────┘  └──────────┘
                              ┌────────────────┐
                              │ System Monitor ►│
                              └────────────────┘
```
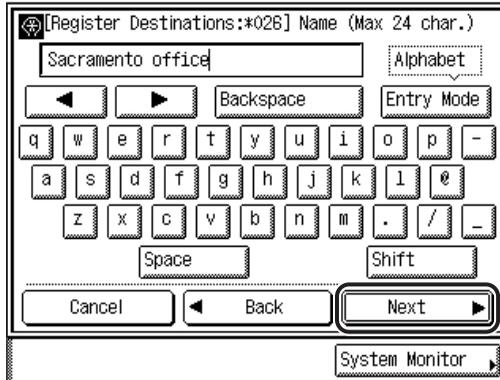
You can enter up to 24 characters for the destination's name.

If you press [Shift], you can enter uppercase characters.

✐ NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The name you enter is used for the sender's information, and appears in the log to identify the destination.

5

Customizing Fax Settings

9 Enter the name that you want to appear on the one-touch speed dialing key → press [OK].
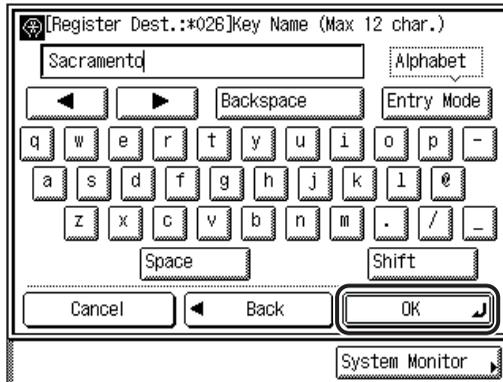
You can enter up to 12 characters for the one-touch speed dialing key's name.

If you press [Shift], you can enter uppercase characters.

The registered destination information is displayed.
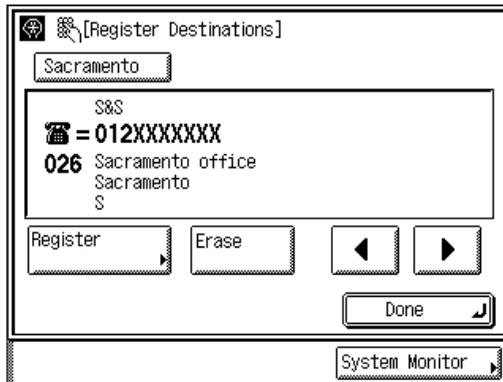
✎ NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

10 Press [Done] repeatedly until the Fax Basic Features screen appears.

One-Touch Speed Dialing Settings

When you store a destination in a one-touch speed dialing key, you can also store the send time, sending speed, long distance, subaddress and password, and ECM TX settings.

■ Send Time
This mode enables you to set the time that you want a document to be sent.

■ Sending Speed
This mode enables you to set the transmission speed. The default setting is '33600 bps'. If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

■ Long Distance
This mode enables you to dial long distance numbers. Select [Long Distance (1)] if transmission errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].

■ Subaddress and Password
You can store a subaddress and a password in the one-touch speed dialing key to keep transmissions confidential.

■ ECM TX
ECM (Error Correction Mode) reduces system and line errors when you are sending or receiving documents from another machine with ECM capability.

✐ NOTE

The default settings are:

- Send Time: None
- Sending Speed: 33600 bps
- Long Distance: Domestic
- Subaddress, Password: None
- ECM TX: On

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [Register Destinations].

If necessary, see the screen shots in steps 1 and 2 of "Storing One-Touch Speed Dialing Keys," on p. 5-19.

2 Select the desired one-touch speed dialing key containing the destination for which you want to set optional settings.

```
⊕ [Register Destinations]
                    ┌─────────────────┐
                    │ S&S             │          ▸
                    └─────────────────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│ Dallas  ▸│  │ New York▸│  │ Toronto ▸│
└──────────┘  └──────────┘  └──────────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│Charleston▸│ │ Honolulu▸│  │ Chicago ▸│
└──────────┘  └──────────┘  └──────────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│Los Angels▸│ │ Salem   ▸│  │Milwaukee▸│
└──────────┘  └──────────┘  └──────────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│ Arizona ▸│  │Sacramento▸│ │ *027    ▸│
└──────────┘  └──────────┘  └──────────┘
┌──────────┐  ┌──────────┐  ┌──────────┐
│ *028    ▸│  │ *029    ▸│  │ *030    ▸│
└──────────┘  └──────────┘  └──────────┘

 ▸  Index Edit                  ┌─────────┐
                                │ Done   ↵│
                                └─────────┘
                                ┌──────────────┐
                                │System Monitor▸│
                                └──────────────┘
```
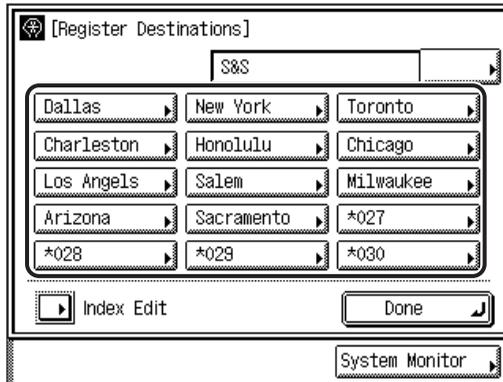
If the desired one-touch speed dialing key is not displayed, press [⬚▸] (Index).

3 Press [Register].
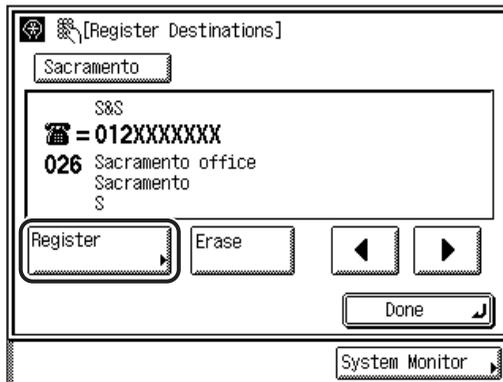
```
⊕ 🐾[Register Destinations]
┌───────────┐
│ Sacramento│
└───────────┘
     S&S
 ☎ = 012XXXXXXX
 026 Sacramento office
     Sacramento
     S
┌──────────┐ ┌──────┐    ┌───┐ ┌───┐
│Register  │ │Erase │    │ ◄ │ │ ► │
│         ▸│ │      │    └───┘ └───┘
└──────────┘ └──────┘
                         ┌─────────┐
                         │ Done   ↵│
                         └─────────┘
                         ┌──────────────┐
                         │System Monitor▸│
                         └──────────────┘
```

Press [◄] or [►] to display the prior or subsequent one-touch speed dialing number.

You can also enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).

5

Customizing Fax Settings

4 Press [Option].
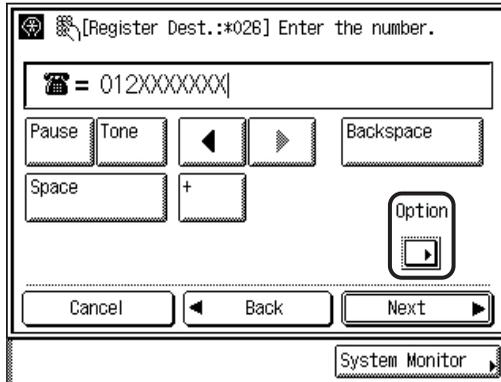
The Option screen appears.

✎ NOTE

To cancel storing optional settings, press [Cancel].

5 If necessary, specify the desired optional settings.

● **If you want to set the send time:**

❑ Press [Send Time].
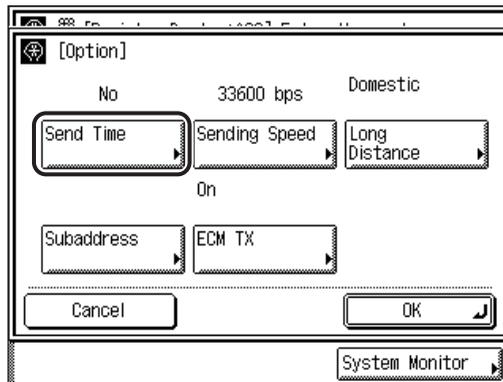
❑ Select a number ([1] to [5]) → enter the send start time using
⓪ - ⑨ (numeric keys) → press [OK].
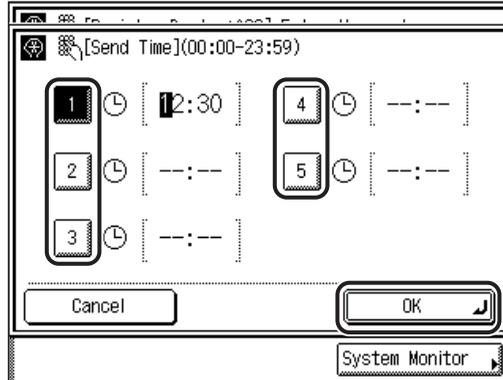
You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705

11:18 p.m.   →   2318

✎ NOTE

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry
→ enter another four digit number.

● **If you want to specify the transmission speed:**

❑ Press [Sending Speed].
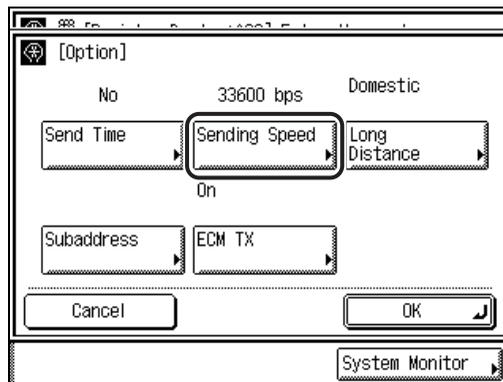
❑ Select the desired sending speed → press [OK].
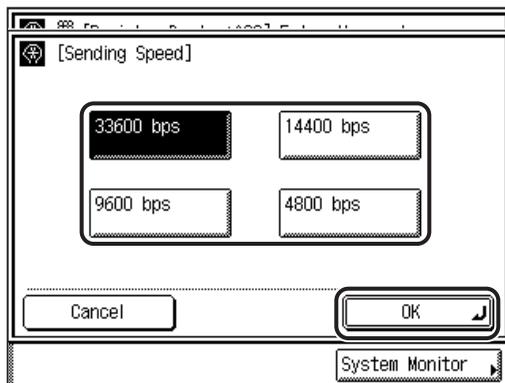
● **If you want to specify long distance settings:**

❑ Press [Long Distance].

Customizing Fax Settings

5
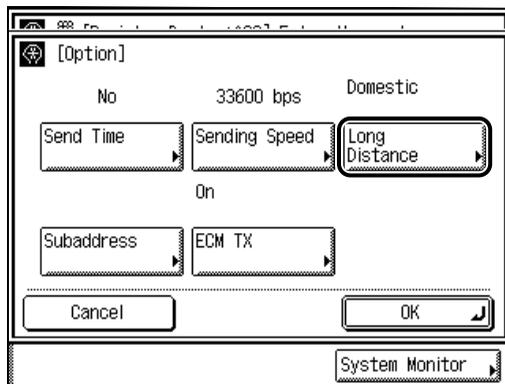
❑ Select the type of call ➞ press [OK].

```
┌────────────────────────────────────────────────┐
│ ⊕ [Long Distance]                              │
│                                                │
│   ┌──────────────┐    ┌──────────────┐         │
│   │ Domestic     │    │ Long         │         │
│   │              │    │ Distance (1) │         │
│   └──────────────┘    └──────────────┘         │
│   ┌──────────────┐    ┌──────────────┐         │
│   │ Long         │    │ Long         │         │
│   │ Distance (2) │    │ Distance (3) │         │
│   └──────────────┘    └──────────────┘         │
│                                                │
│  ┌──────────────┐         ┌──────────────┐     │
│  │   Cancel     │         │    OK      ◢ │     │
│  └──────────────┘         └──────────────┘     │
├────────────────────────────────────────────────┤
│                          │ System Monitor  ▶ │ │
└────────────────────────────────────────────────┘
```
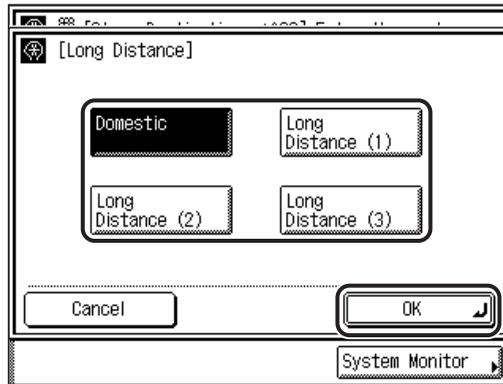
Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].

● **If you want to specify a subaddress and password:**

❑ Press [Subaddress].

```
┌────────────────────────────────────────────────┐
│ ⊕ [Option]                                     │
│                                                │
│        No          33600 bps       Domestic    │
│  ┌──────────┐  ┌──────────────┐  ┌───────────┐ │
│  │Send Time │  │Sending Speed │  │Long       │ │
│  │        ▶ │  │           ▶  │  │Distance ▶ │ │
│  └──────────┘  └──────────────┘  └───────────┘ │
│                     On                         │
│  ┌──────────┐  ┌──────────────┐                │
│  │Subaddress│  │ECM TX        │                │
│  │        ▶ │  │           ▶  │                │
│  └──────────┘  └──────────────┘                │
│  ┌──────────────┐         ┌──────────────┐     │
│  │   Cancel     │         │    OK      ◢ │     │
│  └──────────────┘         └──────────────┘     │
├────────────────────────────────────────────────┤
│                          │ System Monitor  ▶ │ │
└────────────────────────────────────────────────┘
```
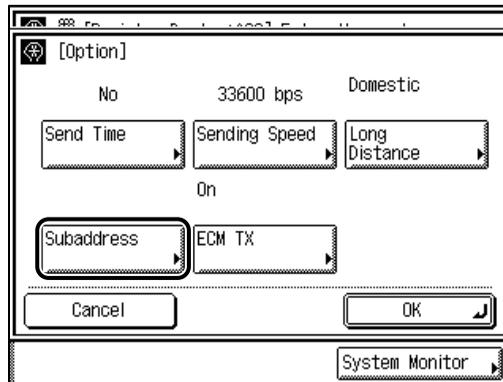
❑ Press [Subaddress] ➞ enter the recipient's subaddress using
⓪ - ⑨ (numeric keys).

❏ Press [Password] ➝ enter the recipient's password using
  ⓪ - ⑨ (numeric keys) ➝ press [OK].

You can enter up to 20 digits for both the subaddress and password.

Press [Space] to insert a space.

Press [Backspace] to delete the last digit you entered.

If the recipient did not set a password for the target subaddress, you do not need to enter a password.

✋ IMPORTANT

If you want to attach a subaddress to your send job, make sure that the recipient's fax machine supports ITU-T standard subaddresses.

✎ NOTE

• For instructions on sending documents with a subaddress, see "Sending with a Subaddress," on p. 3-33.

• You can press ⓒ (Clear) to clear your entry.

● **If you want to specify ECM TX:**

❏ Press [ECM TX].

❑ Select [On] or [Off] → press [OK].
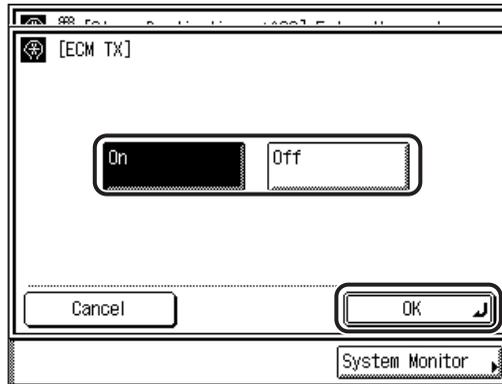
6 When all settings are complete, press [OK].

The display returns to the Store Destinations screen.

7 Finish storing the destination.

✎ NOTE

For instructions on storing destinations, see "Storing One-Touch Speed Dialing Keys," on p. 5-19.

Storing Group Destinations

Group Dialing enables you to register several destinations in a one-touch speed dialing key, so that you can dial a large group of numbers at one time. Destinations must be registered for one-touch or coded speed dialing before you can register them for group dialing.

Follow the procedure below to register a group of telephone numbers for group dialing.

✎ NOTE

- You can store up to 199 one-touch speed dialing and coded speed dialing destinations in a single group.
- If you want to send documents to the destinations in the group at the same time every day, you can also specify the send time.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [Register Destinations].

If necessary, see the screen shots in steps 1 and 2 of "Storing One-Touch Speed Dialing Keys," on p. 5-19.

2 Select the one-touch speed dialing key that you want to register as a group destination.
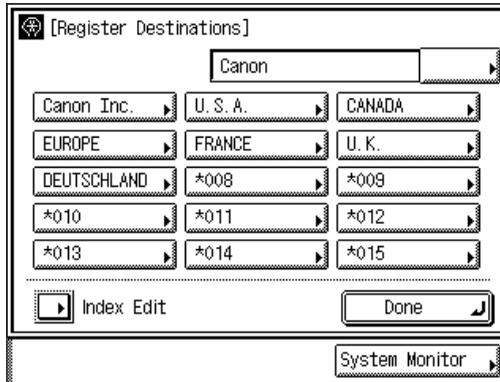
If the desired one-touch speed dialing key is not displayed, press [☐☐☐] (Index) → select the index which contains the desired one-touch speed dialing key.

3 Press [Group Destination] → [Register].
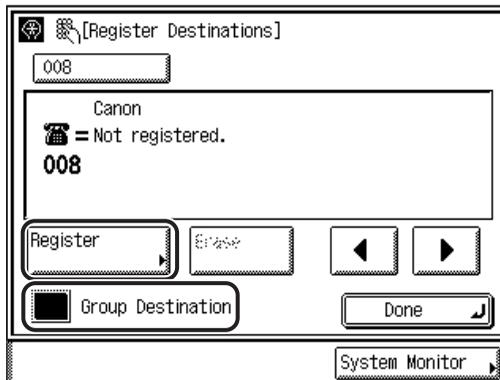
Press [◄] or [►] to display the prior or subsequent one-touch speed dialing number.

You can also enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).

4 **Select the destinations that you want to store in the group destination from the Address Book, or by pressing [Coded Dialing].**
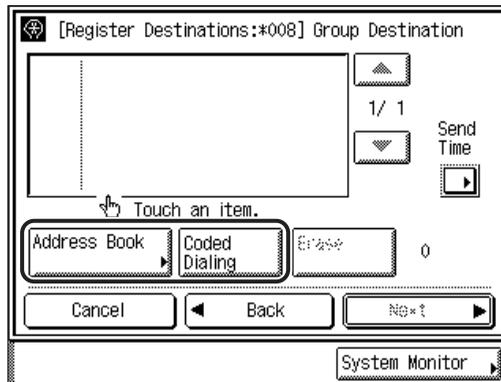
```
⊕ [Register Destinations:*008] Group Destination
                                      ▲
                                         1/ 1
                                             Send
                                      ▼      Time
                                             ▶
        🖑 Touch an item.
 ┌──────────┬────────┬──────┐
 │Address Book│ Coded │ Erase│    0
 │          ▶│Dialing │      │
 └──────────┴────────┴──────┘
 ┌──────────┐  ┌──────────┐  ┌──────────┐
 │ Cancel   │  │ ◀  Back  │  │ Next   ▶ │
 └──────────┘  └──────────┘  └──────────┘
                              ┌──────────────┐
                              │System Monitor│
                              └──────────────┘
```

● **If you want to select a destination from the Address Book :**

❑ Press [Address Book] → select the desired one-touch speed dialing keys that you want to include in the group destination → press [Done].
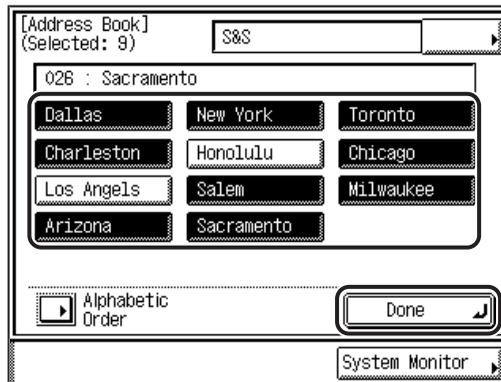
```
[Address Book]        ┌─────────┐
(Selected: 9)         │ S&S     │         ▶
                      └─────────┘
   026 : Sacramento
 ┌──────────┐┌──────────┐┌──────────┐
 │ Dallas   ││ New York ││ Toronto  │
 └──────────┘└──────────┘└──────────┘
 ┌──────────┐┌──────────┐┌──────────┐
 │Charleston││ Honolulu ││ Chicago  │
 └──────────┘└──────────┘└──────────┘
 ┌──────────┐┌──────────┐┌──────────┐
 │Los Angels││ Salem    ││Milwaukee │
 └──────────┘└──────────┘└──────────┘
 ┌──────────┐┌──────────┐
 │ Arizona  ││Sacramento│
 └──────────┘└──────────┘
 ┌─┐ Alphabetic          ┌──────────┐
 │▶│ Order               │ Done   ↵ │
 └─┘                     └──────────┘
                              ┌──────────────┐
                              │System Monitor│
                              └──────────────┘
```

The selected destinations are displayed on the Register Destinations screen.

✎ NOTE

For more information on selecting destinations from the Address Book, see "Address Book," on p. 2-19.

● **If you want to select a destination by entering the coded speed dialing number:**

❑ Press [Coded Dialing] → enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).
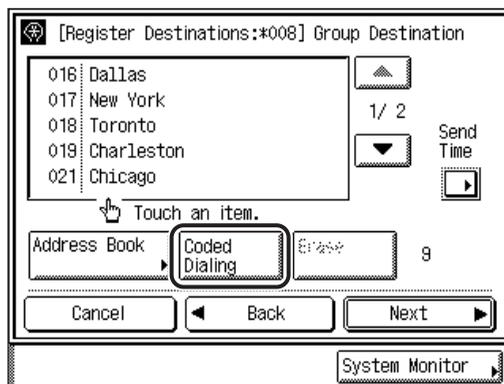
The selected destinations appears on the Store Destinations screen.

🖐 IMPORTANT

You cannot select a destination that is already stored in a group destination.

✏ NOTE

- For more information on specifying coded speed dialing numbers, see "Coded Speed Dialing," on p. 2-24.
- To erase a destination stored in a group destination, select the destination → press [Erase].
- If you want to cancel registering the group destination, press [Cancel].

● **If you want to specify a transmission time:**

❑ Press [Send Time].
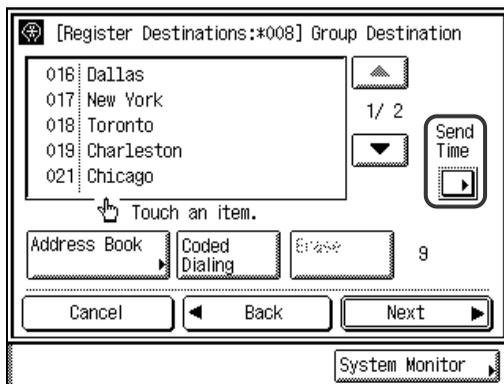
❑ Select a number ([1] to [5]) → enter the transmission time using
  ⓪ - ⑨ (numeric keys) → press [OK].
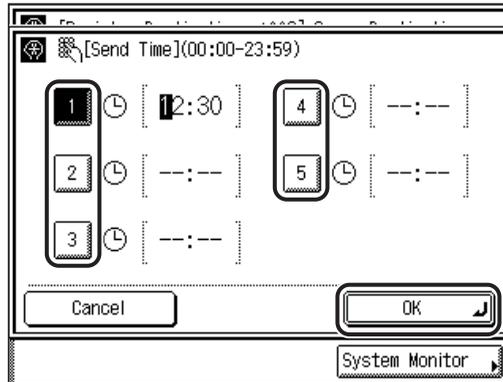
You can store up to five different transmission times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705
           11:18 p.m. →   2318

✎ NOTE

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry
→ enter another four digit number.

5 Press [Next].

6 Enter the name of the group destination → press [Next].
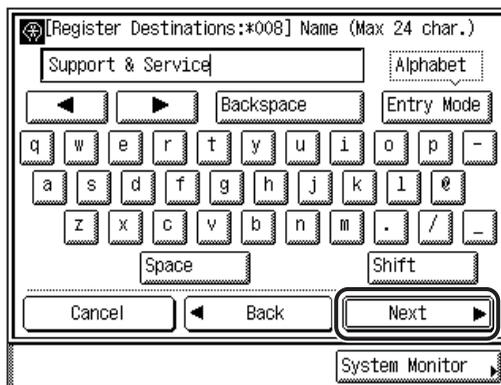
You can enter up to 24 characters for the group destination's name.

7 Enter the name that you want to appear on the group destination's one-touch speed dialing key → press [OK].
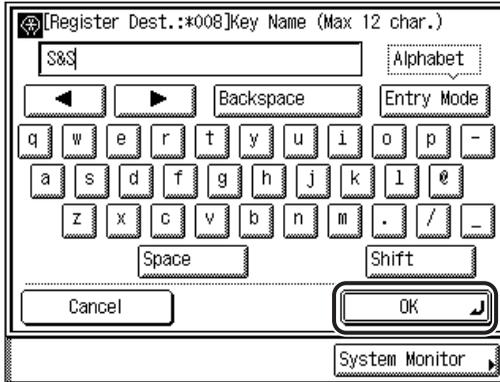
```
[Register Dest.:*008]Key Name (Max 12 char.)
S&S                                    Alphabet
    ◄        ►      Backspace       Entry Mode
 q   w   e   r   t   y   u   i   o   p   -
  a   s   d   f   g   h   j   k   l   @
   z   x   c   v   b   n   m   .   /   _
         Space                    Shift
    Cancel                          OK
                                System Monitor
```

You can enter up to 12 characters for the one-touch speed dialing key's name.

If you press [Shift], you can enter uppercase characters.

The registered destination information is displayed.

```
[Register Destinations]
S&S

      Canon
☎ =
008 Support & Service
      S&S
      S

Register    Erase        ◄    ►

                          Done
                       System Monitor
```
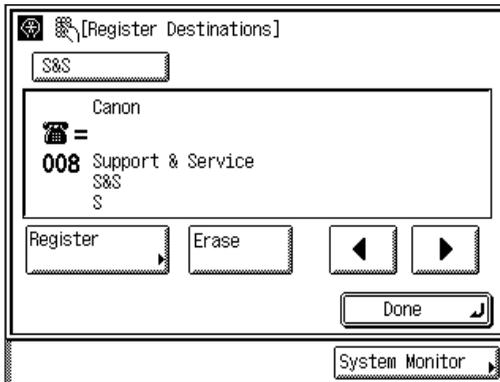
8 Press [Done] repeatedly until the Fax Basic Features screen appears.

Storing the Index Name

You can assign a name to an index.

There are 14 indices, each of which can contain up 15 destinations. Follow the procedure below to assign a name to an index.

---

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [Register Destinations].

If necessary, see the screen shots in steps 1 and 2 of "Storing One-Touch Speed Dialing Keys," on p. 5-19.

2 Press [Index Edit].

```
⊕ [Register Destinations]
                  ┌──────────────────┐
                  │ Canon            │  ▶
                  └──────────────────┘
┌────────────┐  ┌──────────┐  ┌──────────┐
│ Canon Inc. ▶│  │ U.S.A.  ▶│  │ CANADA  ▶│
├────────────┤  ├──────────┤  ├──────────┤
│ EUROPE     ▶│  │ FRANCE  ▶│  │ U.K.    ▶│
├────────────┤  ├──────────┤  ├──────────┤
│ DEUTSCHLAND▶│  │ S&S     ▶│  │ *009    ▶│
├────────────┤  ├──────────┤  ├──────────┤
│ *010       ▶│  │ *011    ▶│  │ *012    ▶│
├────────────┤  ├──────────┤  ├──────────┤
│ *013       ▶│  │ *014    ▶│  │ *015    ▶│
└────────────┘  └──────────┘  └──────────┘
 ┌─┐                           ┌────────┐
 │▶│ Index Edit                │ Done  ┘│
 └─┘                           └────────┘
                            ┌────────────────┐
                            │ System Monitor▶│
                            └────────────────┘
```
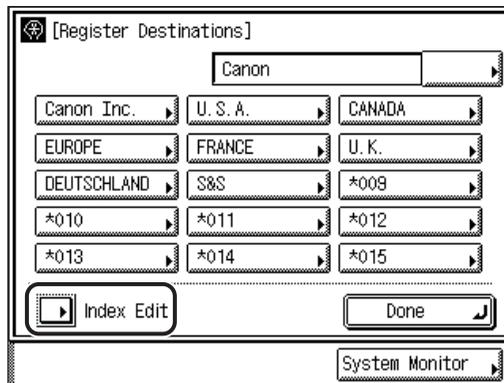
3 Select an index to name.

```
⊕ [Index Edit]
      ┌──────────────────┐
      │ Canon           ▶│
      ├──────────────────┤   ┌───┐
      │ S&S             ▶│   │ ▲ │
      ├──────────────────┤   └───┘
      │ SALES           ▶│
      ├──────────────────┤    1/3
      │ [046]-[060]     ▶│
      ├──────────────────┤   ┌───┐
      │ [061]-[075]     ▶│   │ ▼ │
      └──────────────────┘   └───┘
                           ┌────────┐
                           │ Done  ┘│
                           └────────┘
                        ┌────────────────┐
                        │ System Monitor▶│
                        └────────────────┘
```
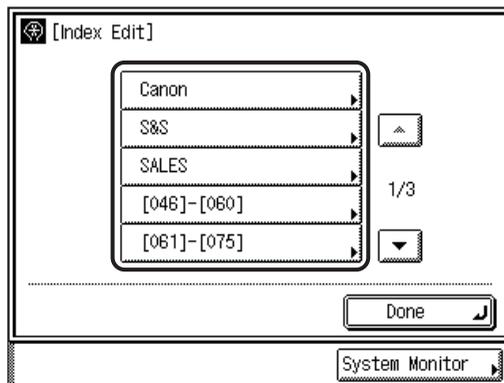
If the desired index is not displayed, press [▼] or [▲] to scroll to the desired index.

4 Enter a name → press [OK].

```
┌─────────────────────────────────────────────┐
│ ⊕[Index Edit] (Max 20 characters)           │
│ ┌─────────────────────┐    ┌──────────┐     │
│ │ COPIER│             │    │ Alphabet │     │
│ └─────────────────────┘    └──────────┘     │
│  ┌────┐ ┌────┐ ┌───────────┐ ┌──────────┐   │
│  │ ◄  │ │ ►  │ │ Backspace │ │Entry Mode│   │
│  └────┘ └────┘ └───────────┘ └──────────┘   │
│ [Q][W][E][R][T][Y][U][I][O][P][ \ ]         │
│  [A][S][D][F][G][H][J][K][L][ ~ ]           │
│   [Z][X][C][V][B][N][M][ , ][ ; ][ : ]      │
│      ┌──────────┐         ┌────────┐         │
│      │  Space   │         │ Shift  │         │
│      └──────────┘         └────────┘         │
│  ┌──────────┐          ┌────────────┐        │
│  │  Cancel  │          │    OK    ↵ │        │
│  └──────────┘          └────────────┘        │
│                     ┌────────────────┐       │
│                     │ System Monitor ▶│       │
│                     └────────────────┘       │
└─────────────────────────────────────────────┘
```
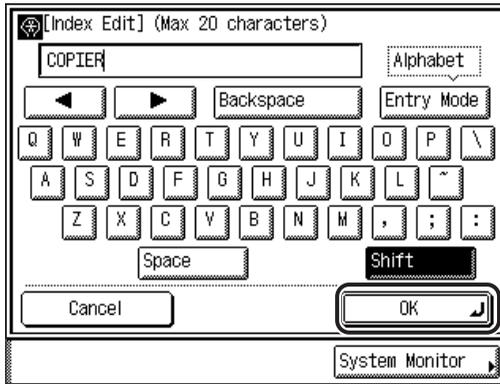
You can enter up to 20 characters for the index name.

If you want to change the name of an index that has already been named, press ⓒ (Clear) → enter the new name → press [OK].

✎ NOTE
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you make a mistake, press ⓒ (Clear) to clear the entire entry → enter the correct name.
- If you want to cancel entering the index name, press [Cancel].

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Transmission Settings

This section describes the settings that can be made when you press [TX Settings] on the Additional Functions screen.

ECM Transmission

ECM (Error Correction Mode) reduces the effect of system and line errors on documents that may occur when sending or receiving documents to or from another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored.

If transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning ECM 'Off'.

🖐 IMPORTANT
- If you want to transmit using ECM, it is necessary that ECM Transmission be set in both the destination machine and this machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.

✎ NOTE
The default setting is 'On'.

1 Press ⊛ (Additional Functions) → [Custom Fax Settings].
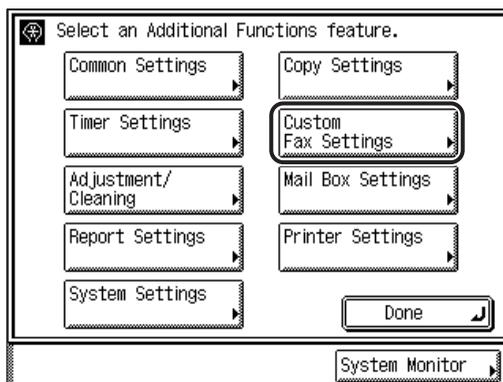
2 Press [TX Settings].
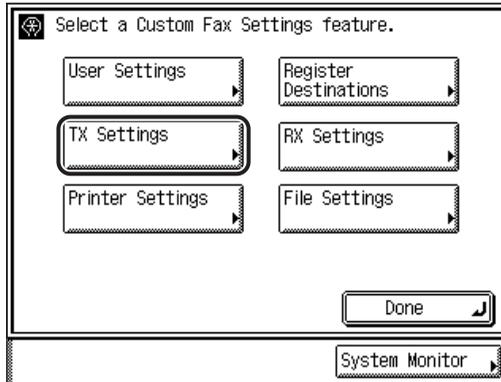
3 Press [ECM TX].
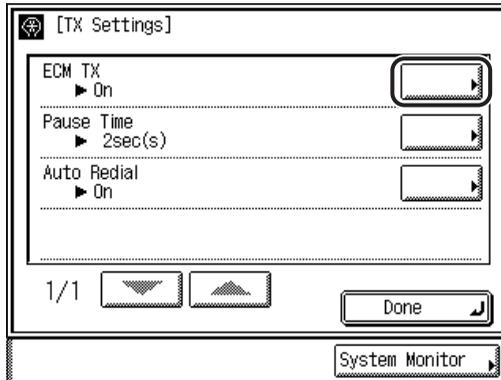
4 Select [On] or [Off] → press [OK].
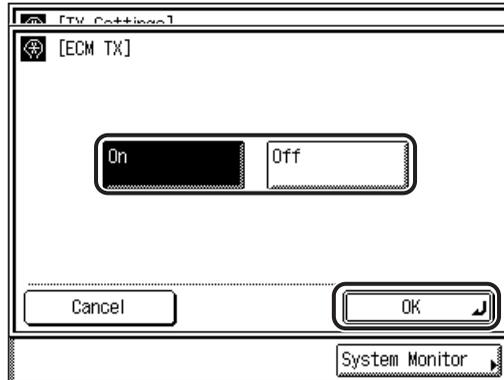
The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Pause Time

Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. When the machine dials the number, it will pause where the pause was inserted in the number. This helps to improve the connection.

✏ NOTE

• You can insert a pause when you dial the fax number using ⓪ - ⑨ (numeric keys). (See "Numeric Keys," on p. 2-16.)

• Pauses entered at the end of dialed fax numbers are always 10 seconds long.

• The default setting is '2' seconds.

1 Press ⓪ (Additional Functions) → [Custom Fax Settings] → [TX Settings].

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 5-41.

2 Press [Pause Time].

```
[TX Settings]

ECM TX
  ▶ On                          ▶

Pause Time
  ▶ 2sec(s)                     ▶

Auto Redial
  ▶ On                          ▶

1/1    ▼      ▲              Done  ↵

                        System Monitor ▸
```
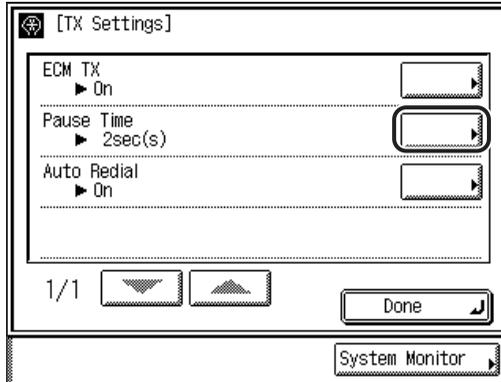
3 Press [-] or [+] to set the pause time → press [OK].

```
[TX Settings]

[Pause Time]

          2  sec
         (1-15)

       —  +

  Cancel              OK  ↵

                        System Monitor ▸
```
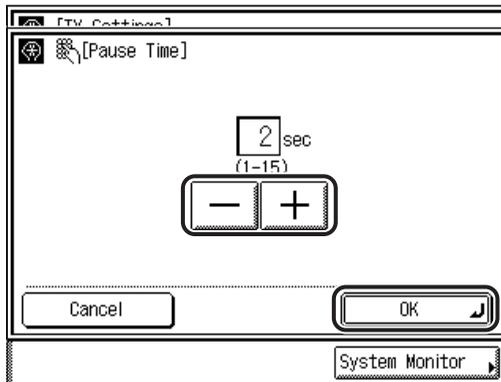
The pause time can be set from 1 to 15 seconds in one second increments.

You can also use ⓪ - ⑨ (numeric keys) to enter the value.

You can change the value by pressing [-] or [+], even if you entered the value using ⓪ - ⑨ (numeric keys).

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Auto Redial

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs.

Auto Redial can be turned 'On' or 'Off'. If you set Auto Redial to 'On', you can set how many times the machine redials the number, the redial interval, and whether the document should be resent due to an error.

✎ NOTE

The default settings are:

- Auto Redial: On
- Redial Times: 2 times
- Redial Interval: 2 minutes
- Transmission Error Resend: Error and 1st page

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [TX Settings].

If necessary, see the screen shots in steps 1 and 2 of "ECM Transmission," on p. 5-41.

2 Press [Auto Redial].
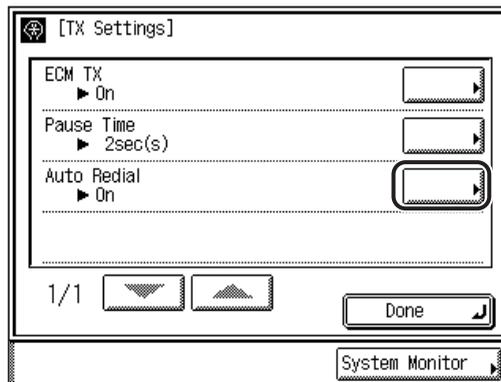
3 Select [On] or [Off].
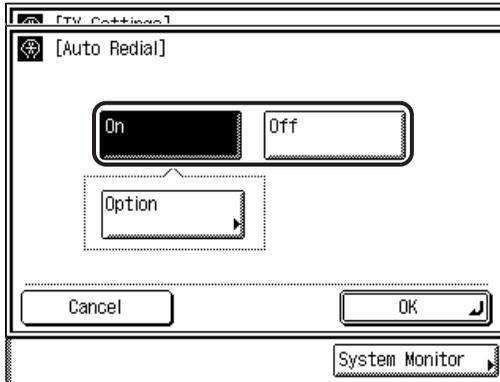
● **If you select [On]:**

❑ Press [Option].
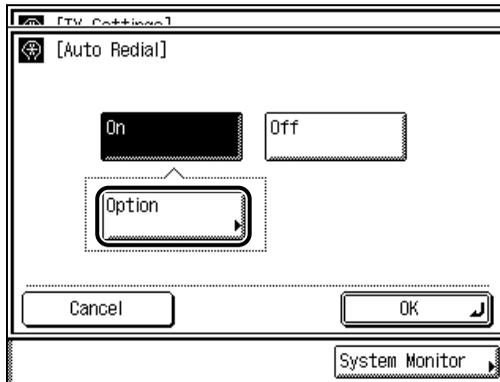
❑ Specify the Auto Redial settings.

```
[TV Settings]
[Auto Redial]

Redial Times
  ▶ 2time                          ▶
Redial Interval
  ▶ 2min(s)                        ▶
TX Error Resend
  ▶ Error And 1st Page             ▶

1/1   ▼    ▲

                              Done  ⏎

                         System Monitor ▶
```
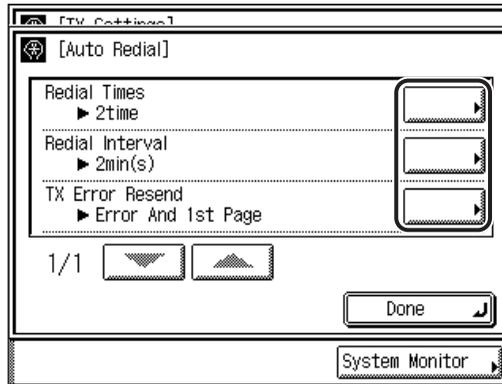
• If you want to set the number of times the machine redials the number:

❑ Press [Redial Times].

❑ Press [-] or [+] to set the number of redial times → press [OK].

```
[TV Settings]
[Redial Times]

              2  x
            (1-10)

            −   +

Cancel                    OK  ⏎

                    System Monitor ▶
```
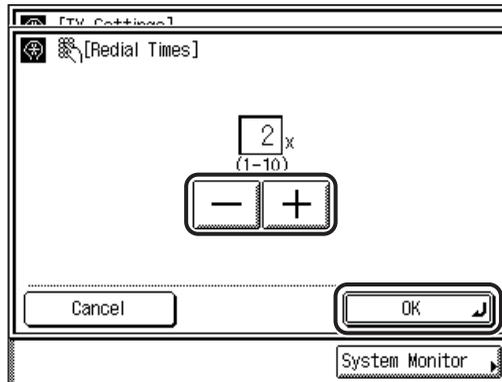
The machine can redial from 1 to 10 times.

• If you want to set the redial interval:

❑ Press [Redial Interval].

❑ Press [-] or [+] to set the redial interval → press [OK].

```
┌─────────────────────────────────────────┐
│ ▣ [TX Settings]                          │
│ ┌───────────────────────────────────┐    │
│ │ ⊕ ⚖ [Redial Interval]            │    │
│ │                                   │    │
│ │                                   │    │
│ │               ┌─────┐             │    │
│ │               │  2  │ min         │    │
│ │               └─────┘             │    │
│ │               (2-99)              │    │
│ │           ┌─────┬─────┐           │    │
│ │           │  ─  │  +  │           │    │
│ │           └─────┴─────┘           │    │
│ │                                   │    │
│ │  ┌──────────┐      ┌──────────┐   │    │
│ │  │  Cancel  │      │    OK  ↵ │   │    │
│ │  └──────────┘      └──────────┘   │    │
│ └───────────────────────────────────┘    │
│              ┌──────────────┐             │
│              │System Monitor ▸│           │
│              └──────────────┘             │
└─────────────────────────────────────────┘
```
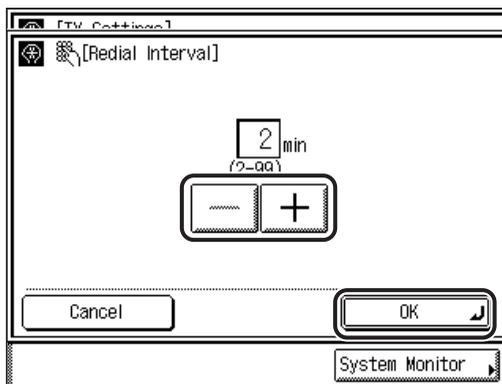
The redial interval can be set from 2 to 99 minutes in one minute increments.

• If you want to set how the machine handles a transmission error:

❑ Press [TX Error Resend].

❑ Select how the machine should handle a transmission error → press [OK] → [OK].

```
┌─────────────────────────────────────────┐
│ ▣ [TX Settings]                          │
│ ┌───────────────────────────────────┐    │
│ │ ⊕ [TX Error Resend]               │    │
│ │                                   │    │
│ │                                   │    │
│ │  ┌────────────┬──────────┬──────┐ │    │
│ │  │Error and 1st│All pages │ Off  │ │    │
│ │  │page         │          │      │ │    │
│ │  └────────────┴──────────┴──────┘ │    │
│ │                                   │    │
│ │  ┌──────────┐      ┌──────────┐   │    │
│ │  │  Cancel  │      │    OK  ↵ │   │    │
│ │  └──────────┘      └──────────┘   │    │
│ └───────────────────────────────────┘    │
│              ┌──────────────┐             │
│              │System Monitor ▸│           │
│              └──────────────┘             │
└─────────────────────────────────────────┘
```
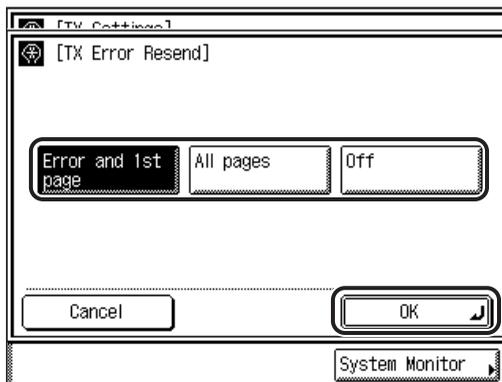
TX Error Resend

[Error and 1st page]: Auto Redial takes place if a sending error occurs. The first page of the document, the error page, and all subsequent pages are resent.

[All pages]: Auto Redial takes place if a sending error occurs. All pages of the document are resent.

[Off]: Redialing does not take place if a sending error occurs.

● **If you select [Off]:**

❑ Press [OK].
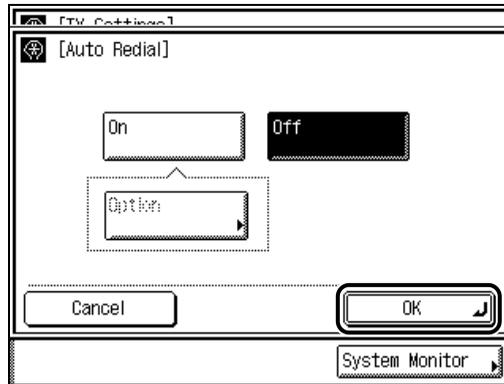
The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Reception Settings

This section describes the settings that can be made when you press [RX Settings] on the Additional Functions screen.

ECM Reception

You can receive incoming documents using ECM (Error Correction Mode).

ECM is a mode which automatically corrects errors in an image while it is being received.

If reception speed appears to be extremely slow, you may be able to speed up the reception time by turning ECM 'Off'.

🖐 IMPORTANT
- If you want to communicate using ECM, it is necessary that ECM Reception be set in both the destination machine and this machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.

✐ NOTE
The default setting is 'On'.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings].

2 Press [RX Settings].
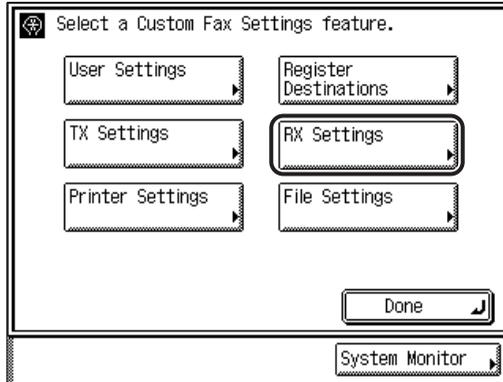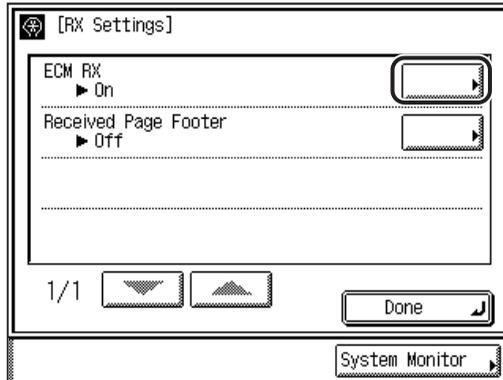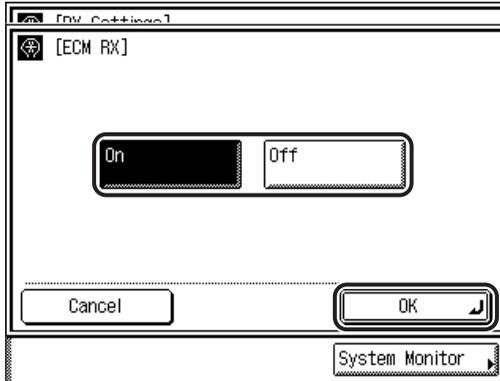
```
Select a Custom Fax Settings feature.

 User Settings          Register
                        Destinations

 TX Settings            RX Settings

 Printer Settings       File Settings


                              Done

                          System Monitor
```

3 Press [ECM RX].

```
 [RX Settings]

 ECM RX
    ► On

 Received Page Footer
    ► Off



 1/1    ▼    ▲          Done

                          System Monitor
```

4 Select [On] or [Off] → press [OK].


[DX Settings]

[ECM RX]

| On | Off |

| Cancel | OK |

System Monitor

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Printing Footer Information on a Received Document

You can set whether the machine prints the date, day, and time received, transaction number, and page number at the bottom of the received document.


05/03/2004   MON   11:20   [JOB NO. 5010]   001

Page Number
Transaction Number
Time Received
Day Received
Date Received
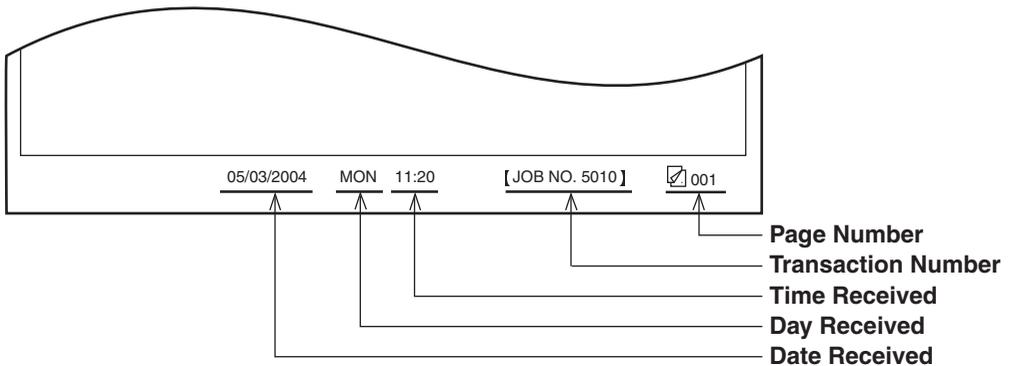
✎ NOTE
   The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [RX Settings].

If necessary, see the screen shots in steps 1 and 2 of "ECM Reception," on p. 5-50.

2 Press [Received Page Footer].
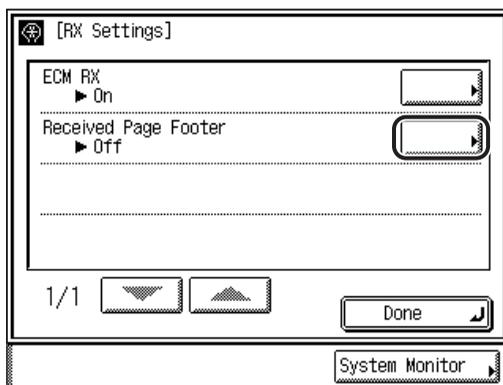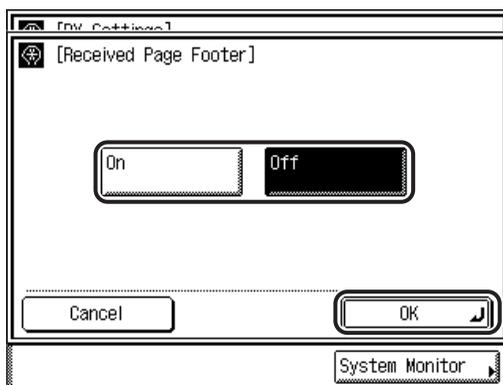
```
[RX Settings]

ECM RX
  ▶ On                                    ▶

Received Page Footer
  ▶ Off                                   ▶


1/1    ▽      △                    Done   ⤶

                              System Monitor ▶
```

3 Select [On] or [Off] → press [OK].

```
[RX Settings]
[Received Page Footer]


        On            Off



   Cancel                    OK    ⤶

                              System Monitor ▶
```

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Printing Received Documents

You can set the number of received documents to print and the method of printing them.

Paper Drawer Selection

You can set how the machine prints documents when there is no paper matching the size of the received document.

There are four printing methods (Switches A, B, C, and D):

- Switch A: The image is printed over two sheets of paper that have the same combined size as the received document.

Received Data (Original)   **Output**

11" x 17"   LTR   LTR
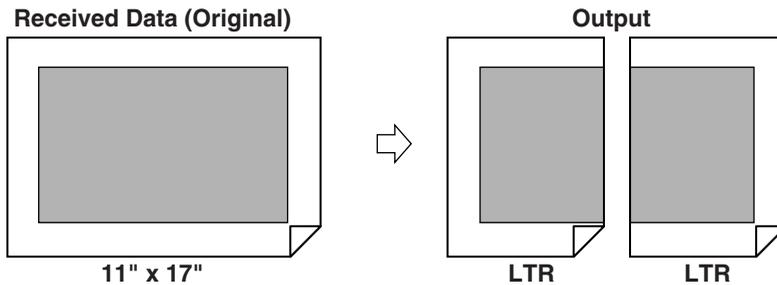
- Switch B: The image is printed with blank space on paper that has the same width as the received document.

Received Data (Original)   **Output**

LTR   11" x 17"
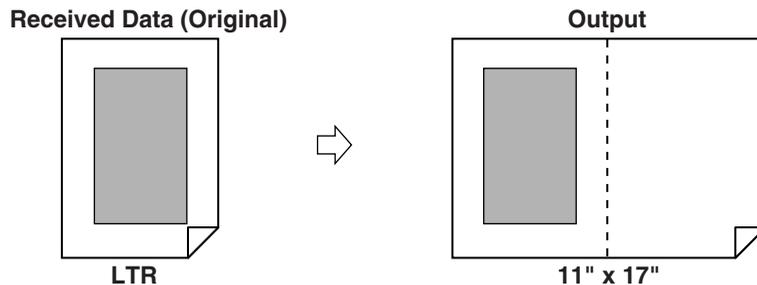
• Switch C: The image is reduced and printed on paper that differs in width from the received document.

Received Data (Original)

Output

11" x 17"

LTRR
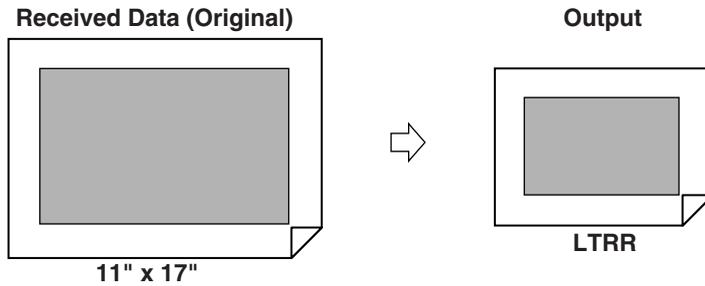
• Switch D: The image is printed on paper that is larger in size than the received document.

Received Data (Original)

Output

LTRR

11" x 17"
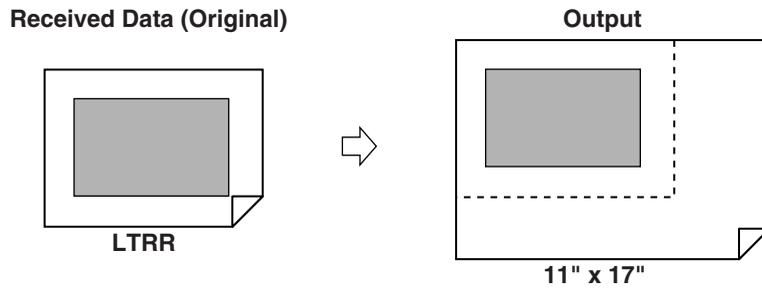
✐ NOTE

• For more information on selecting a paper source for printing received documents, see Chapter 4, "Customizing Settings," in the *Reference Guide*.

• The default setting for all switches is 'On'.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ Select an Additional Functions feature.   │
│  ┌──────────────┐    ┌──────────────┐        │
│  │Common Settings│▸   │Copy Settings │▸       │
│  └──────────────┘    └──────────────┘        │
│  ┌──────────────┐    ┌──────────────┐        │
│  │Timer Settings │▸   │Custom        │▸       │
│  └──────────────┘    │Fax Settings  │        │
│  ┌──────────────┐    └──────────────┘        │
│  │Adjustment/    │▸   ┌──────────────┐        │
│  │Cleaning       │    │Mail Box Settings│▸     │
│  └──────────────┘    └──────────────┘        │
│  ┌──────────────┐    ┌──────────────┐        │
│  │Report Settings│▸   │Printer Settings│▸     │
│  └──────────────┘    └──────────────┘        │
│  ┌──────────────┐                            │
│  │System Settings│▸   ┌──────────┐           │
│  └──────────────┘    │  Done    │↵           │
│                      └──────────┘           │
│                   ┌─────────────┐           │
│                   │System Monitor│▸          │
│                   └─────────────┘           │
└─────────────────────────────────────────────┘
```

2 Press [Printer Settings].

```
┌─────────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature.     │
│  ┌──────────────┐    ┌──────────────┐        │
│  │User Settings  │▸   │Register      │▸       │
│  └──────────────┘    │Destinations  │        │
│  ┌──────────────┐    └──────────────┘        │
│  │TX Settings    │▸   ┌──────────────┐        │
│  └──────────────┘    │RX Settings   │▸       │
│  ┌──────────────┐    └──────────────┘        │
│  │Printer Settings│▸   ┌──────────────┐       │
│  └──────────────┘    │File Settings │▸       │
│                      └──────────────┘        │
│                      ┌──────────┐            │
│                      │  Done    │↵           │
│                      └──────────┘            │
│                   ┌─────────────┐            │
│                   │System Monitor│▸           │
│                   └─────────────┘            │
└─────────────────────────────────────────────┘
```

3 Press [Select Cassette].

[Printer Settings]

Select Cassette

Receive Reduction
► On

Two-sided Print
► Off

2 On 1 Log
► Off

1/1

Done

System Monitor

4 Select [On] or [Off] for the respective switches → press [OK].
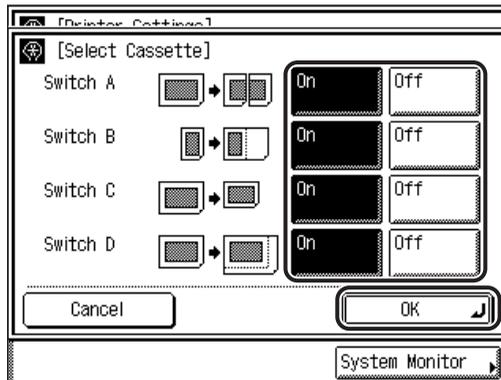
[Printer Settings]

[Select Cassette]

Switch A		On	Off
Switch B		On	Off
Switch C		On	Off
Switch D		On	Off

Cancel   OK

System Monitor

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

✎ NOTE

The default settings are:

- Receive Reduction: On
- RX Reduction: Auto
- Reduce %:   90%
- Reduce Direction: Vertical Only

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [Printer Settings].

If necessary, see the screen shots in steps 1 and 2 of "Paper Drawer Selection," on p. 5-54.

2 Press [Receive Reduction].
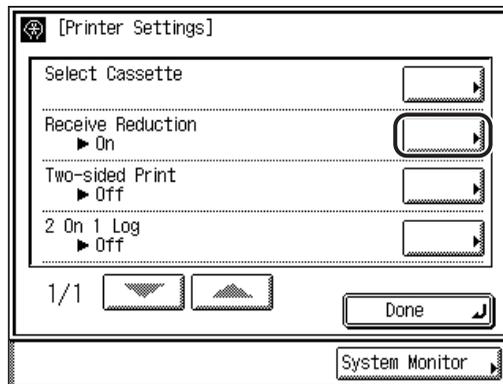
3 Select [On] or [Off].
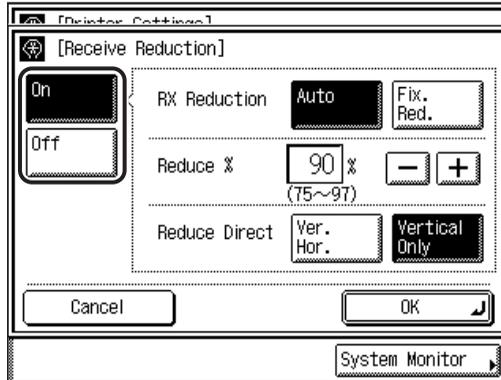
If you select [Off], the received document is not automatically reduced to fit the size
of the paper. If the size of the received document exceeds the printable area, the
image is divided into equal sections and printed onto separate sheets of paper.
However, if the size of the received document exceeds the recording paper slightly
(1/2" (12 mm) or less), the part of the image that does not fit on the paper is not
printed.

● **If you select [On]:**

❑ Select [Auto] or [Fix. Red.] for <RX Reduction>.
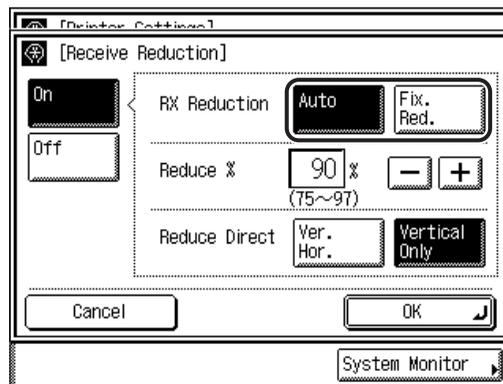
RX Reduction

[Auto]: The image is automatically reduced by a suitable reduction ratio
that can range from the value set for <Reduce %>, up to 100% of
the received document size.

[Fix. Red.]: The image is reduced by the reduction ratio set in <Reduce %>.

❑ If you selected [Fix. Red.], press [-] or [+] to specify the reduction ratio.
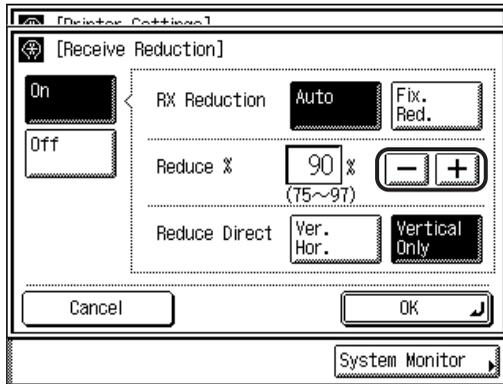
You can specify the reduction ratio from 75% to 97% in 1% increments.

📎 NOTE

- You can also use ⓪ - ⑨ (numeric keys) to enter the value.
- You can change the value by pressing [-] or [+], even if you entered the value using ⓪ - ⑨ (numeric keys).

❑ Select [Ver. Hor.] or [Vertical Only] for <Reduce Direction> →
press [OK].
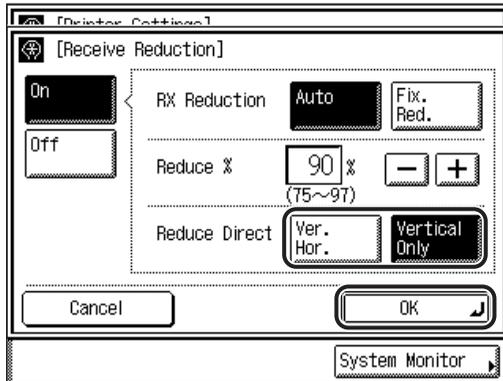
Reduce Direction

[Ver. Hor.]: The image is reduced in both the vertical and horizontal directions.

[Vertical Only]: The image is reduced in the vertical direction only.

The selected mode is set.
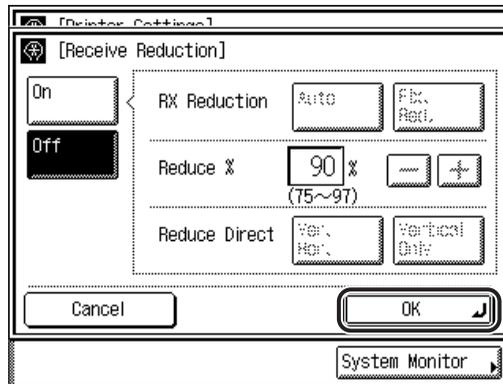
● **If you select [Off]:**

❑ Press [OK].

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Two-Sided Printing

You can print received documents on both sides of the paper. This enables you to save paper.

✐ NOTE

The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [Printer Settings].

If necessary, see the screen shots in steps 1 and 2 of "Paper Drawer Selection," on p. 5-54.

2 Press [Two-sided Print].
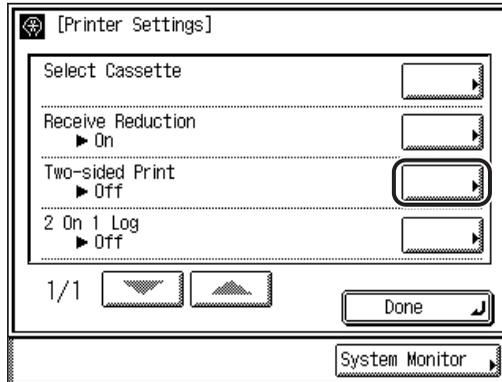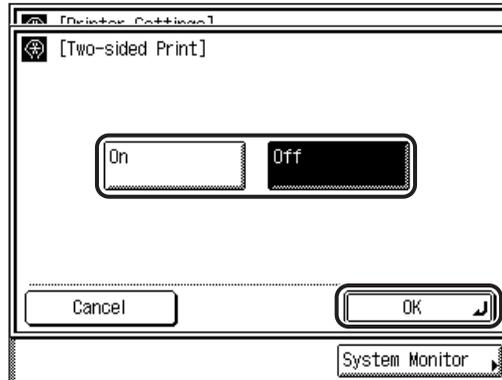
```
[Printer Settings]

Select Cassette                          ▷

Receive Reduction                        ▷
  ▶ On

Two-sided Print                          ▷
  ▶ Off

2 On 1 Log                               ▷
  ▶ Off

1/1    ▽   △                    Done  ◢

                        System Monitor  ▶
```

3 Select [On] or [Off] → press [OK].

```
[Printer Cottingc]

[Two-sided Print]


       On          Off



   Cancel                OK    ◢

                        System Monitor  ▶
```

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

2 On 1 Log

This mode enables you to print two received documents of the same paper size on a single sheet of paper.

The 2 On 1 Log mode is available only under the following conditions:

- The same paper drawer must be selected for printing two consecutive pages of the received document.
- The paper in the selected paper drawer must be large enough for two consecutive pages to be printed.
  - Example: If the LTR paper drawer is empty, but the 11" x 17" paper drawer is loaded, you can print two LTR documents onto a single sheet of 11" x 17" paper.

📝 NOTE
- When the 2 On 1 Log mode is set to 'On', documents are printed with a dotted line in the middle. If the document is received with sender information, the dotted line is not printed in the area where the sender information is located.
- The default setting is 'Off'.

1 Press ⓞ (Additional Functions) → [Custom Fax Settings] → [Printer Settings].

If necessary, see the screen shots in steps 1 and 2 of "Paper Drawer Selection," on p. 5-54.

2 Press [2 On 1 Log].
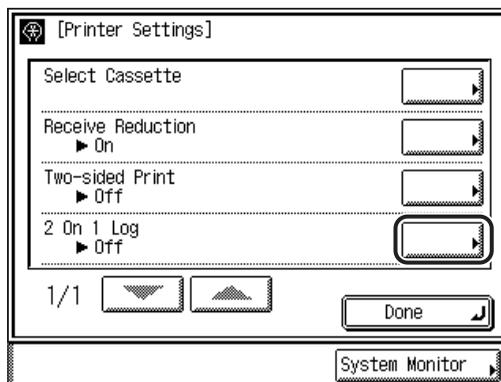
3 Select [On] or [Off] → press [OK].
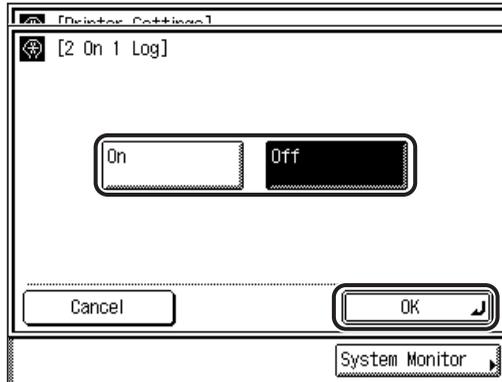
```
┌──────────────────────────────────────────────┐
│ ▣ [Printer Settings]                          │
│ ⊕ [2 On 1 Log]                                │
│                                                │
│                                                │
│        ┌──────────┐  ┌──────────┐             │
│        │ On       │  │ Off      │             │
│        └──────────┘  └──────────┘             │
│                                                │
│                                                │
│  ┌──────────────┐        ┌──────────────┐     │
│  │   Cancel     │        │     OK     ⏎ │     │
│  └──────────────┘        └──────────────┘     │
│                            ┌────────────────┐  │
│                            │ System Monitor ▸│  │
│                            └────────────────┘  │
└──────────────────────────────────────────────┘
```

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

5

Customizing Fax Settings

Setting Up Memory Boxes

This section describes how to set up a memory box to use it for sending and receiving documents.

A memory box is a location in the memory you can create to store scanned or received documents for printing or transmitting to other destinations. However, the main advantage to using memory boxes is that you can handle confidential transmissions with ITU-T passwords and subaddresses.

To use a memory box, it is necessary to set up and store the different types of memory boxes in advance. There are three types of memory boxes: Confidential, Relay, and Batch Sending. For more information on using memory boxes, see "Using a Memory Box," on p. 3-8.

🖐 IMPORTANT
- By specifying a unique subaddress for each memory box, each user can have their own memory box, preventing others from accessing their confidential documents.
- Subaddresses stored in the memory boxes of this machine must be unique. They cannot be set to the same value.

✐ NOTE
- A subaddress or password can be up to 20 digits long and consist of numbers, *, #, or spaces.
- For more information on sending documents with a subaddress and password, see "Sending with a Subaddress," on p. 3-33.
- You can store up to 50 memory boxes.

Confidential Memory Box

A Confidential Memory Box is a dedicated memory box for receiving confidential documents which can be set with a password for restricted access. You can use a Confidential Memory Box to receive important documents that you do not want unauthorized people to see. (See "Memory Boxes," on p. 3-5.)

A document received in a Confidential Memory Box cannot be printed until you enter the password set for the memory box.

You can specify the following items for a Confidential Memory Box: the memory box name, password, subaddress, and RX password.

Follow the procedure below to set up a Confidential Memory Box.

1 Press ◎ (Additional Functions) → [Custom Fax Settings].
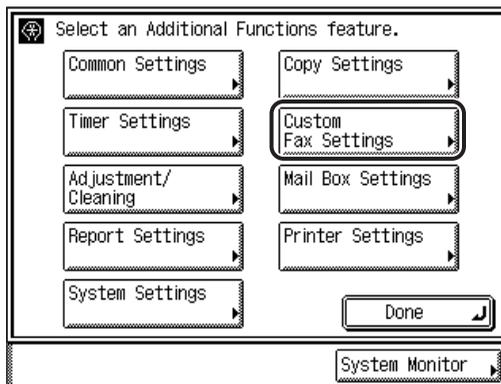
2 Press [File Settings].
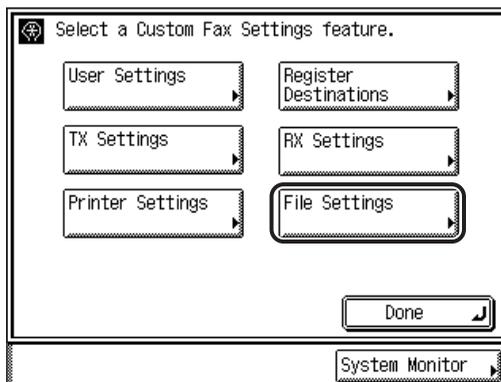
3 Press [Memory Inboxes Settings].
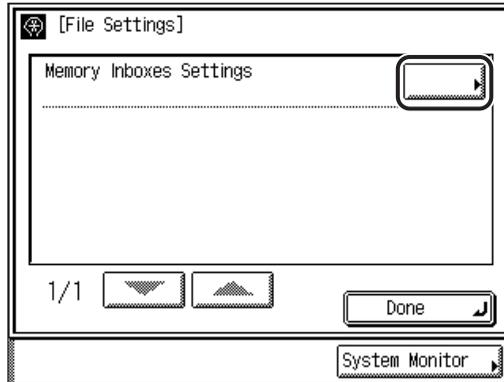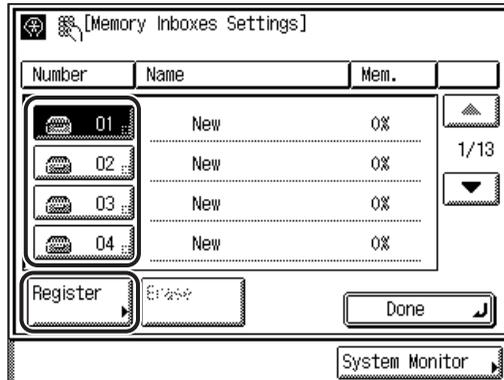
```
[File Settings]

Memory Inboxes Settings                    ▶

1/1   ▼    ▲                          Done  ↲

                              System Monitor ▶
```

4 Select the desired memory box number → press [Register].

```
[Memory Inboxes Settings]

Number    Name              Mem.

  01      New               0%        ▲
                                     1/13
  02      New               0%
                                      ▼
  03      New               0%

  04      New               0%

Register  Erase                  Done  ↲

                              System Monitor ▶
```

If the desired memory box is not displayed, press [▼] or [▲] to scroll to the desired memory box.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make mistake when entering the memory box number, press ⓒ (Clear) → enter the correct number.

5 Select [Confidential] → press [Next].
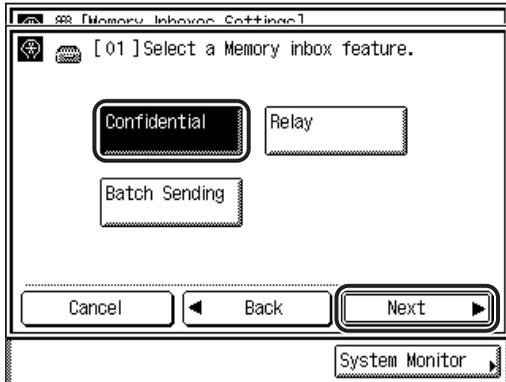
✎ NOTE

If you want to cancel setting up the selected memory box, press [Cancel].

6 Press [Register Name].
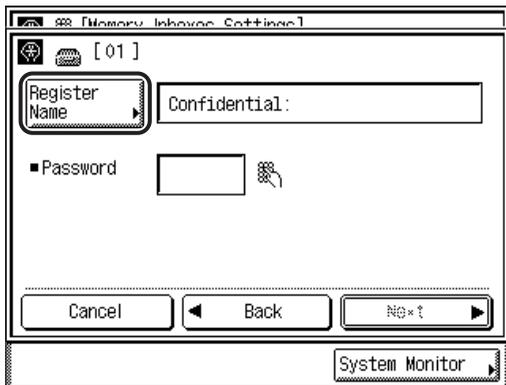
7 Enter a name for the Confidential Memory Box → press [OK].
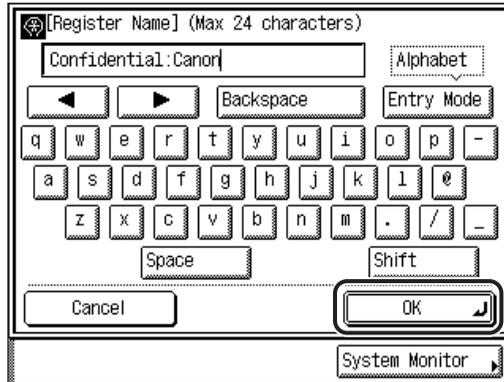
You can enter up to 24 characters for the Confidential Memory Box name.

🖉 NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you make a mistake, press ⓒ (Clear) to clear the entire entry → enter the correct name.
- If you want to cancel entering the memory box name, press [Cancel].

8 If you want to set a password for this Confidential Memory Box, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].
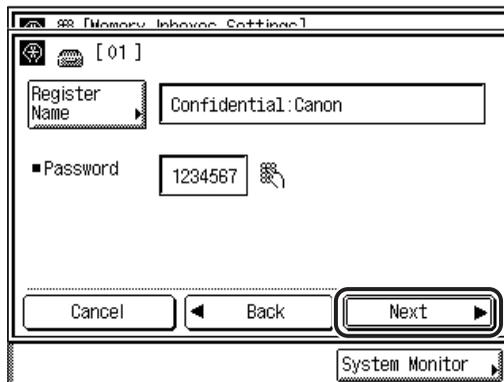
If you do not want to set a password, press [Next] → process to step 9.

You cannot store a password with only zeros as the number, such as <0000000>.

✎ NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the entire entry → enter the correct password.
- If you want to cancel setting up the selected memory box, press [Cancel].

9 Use ⓪ - ⑨ (numeric keys), ⊛, and ⌗ to enter the subaddress and password.

❑ Press [Subaddress] → enter the subaddress.

❑ Press [Password] → enter the password.

❑ Press [OK].
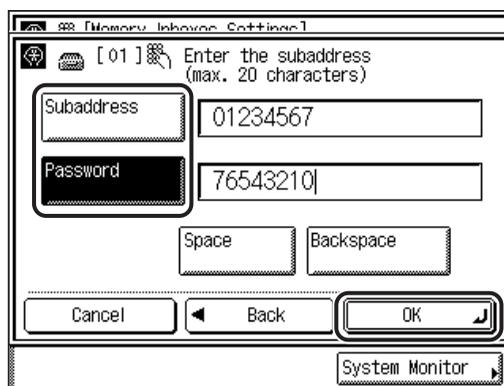
You can enter up to 20 digits for both the subaddress and password.

Press [Space] to insert a space.

Press [Backspace] to delete the last digit that you entered.

The selected mode is set.

IMPORTANT

- You must enter a subaddress. This setting is required. All confidential documents must be sent to your machine with this subaddress. If the subaddresses do not match, the document will not be received.
- An RX password is optional. However, if you set an RX password, all confidential documents sent to your machine must include this password, as well as the matching subaddress.

✎ NOTE

- If you make a mistake when entering the subaddress/password, press ⓒ (Clear) →
  enter the correct subaddress and password.
- If you want to cancel storing the subaddress/password, press [Cancel].

10 Press [Done] repeatedly until the Fax Basic Features screen appears.

Relay Memory Box

A Relay Memory Box enables you to forward received documents to a number of specified destinations at a specified time, using the machine as a relay unit.

You can set the Relay Start Time, and relay all of the documents stored in the memory box at the same time. (See "Memory Boxes," on p. 3-5.)

You can specify the following items for the Relay Memory Box.

Item	Description	Setting
Memory Box Name	Sets the memory box name.	Relay[*1] 24 characters maximum
Password	Sets a password to control the memory box. It is necessary to enter the password to change the contents of the memory box, or to print documents received in the memory box.	Not required A one to seven digit number
Subaddress	Sets an ITU-T standard subaddress. A subaddress is required to distinguish a Relay Memory Box from other memory boxes.	Required Numbers, #, *, and spaces can be used (up to 20 digits).
RX Password	Sets an ITU-T standard password. If a password has been set, the password added to the received documents is compared with the set password. If the passwords do not match, the documents are not received.	Not required Numbers, #, *, and spaces can be used (up to 20 digits).
Relay Sending Destination	Sets the destination to which the received documents in the memory box are sent.	Specify the destination using the Address Book or Coded Speed Dialing.

[*1] Indicates the default setting.

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Customizing Fax Settings

Item	Description	Setting
Org. Relay Unit Restriction	Sets whether to restrict the original relay source machine from sending you a transmission request.	On, Off[*1]
	If 'On' is selected, the telephone numbers of the relay source machines from which you want to receive documents are specified. Documents can only be received from the set relay source machines.	Specify the destination using the Address Book or Coded Speed Dialing.
Print RX Document	Sets whether to send relay transmission results to sender.	On, Off[*1]
Relay Start Time	Sets the start time for relaying the documents. Once you make this setting, the documents in the memory box are relayed automatically at the specified time.	On, Off[*1]

[*1] Indicates the default setting.

📎 NOTE

- The relay destinations and the relay source machines should be stored in the Address Book beforehand.
- The subaddress and RX password stored in the Address Book are ignored.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [File Settings].

If necessary, see the screen shots in steps 1 and 2 of "Confidential Memory Box," on p. 5-66.

2 Press [Memory Inboxes Settings].

If necessary, see the screen shot in step 3 of "Confidential Memory Box," on p. 5-66.

## 3 Select the desired memory box number → press [Register].
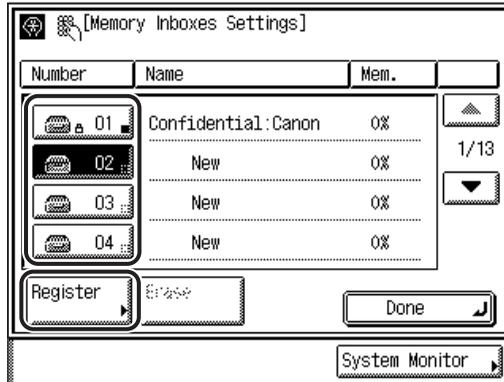
If the desired memory box is not displayed, press [▼] or [▲] to scroll the desired memory box.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make mistake when entering the memory box number, press ⓒ (Clear) → enter the correct number.

4 Select [Relay] → press [Next].
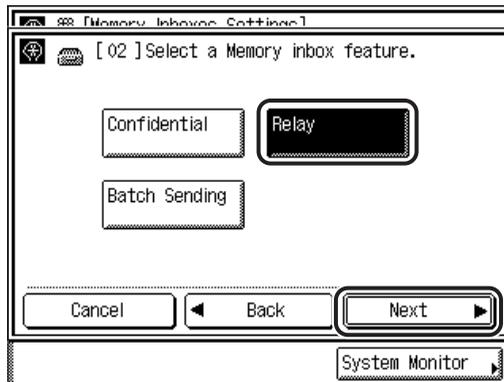
✎ NOTE

If you want to cancel setting up the selected memory box, press [Cancel].

5 Press [Register Name].
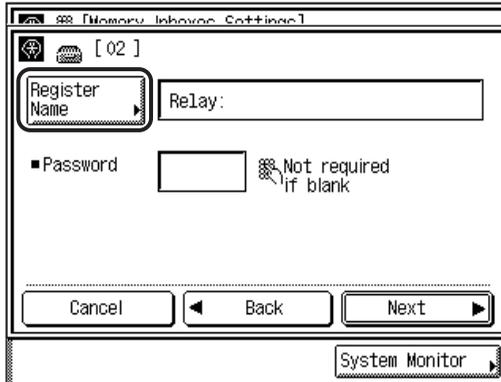
6 Enter a name for the Relay Memory Box → press [OK].
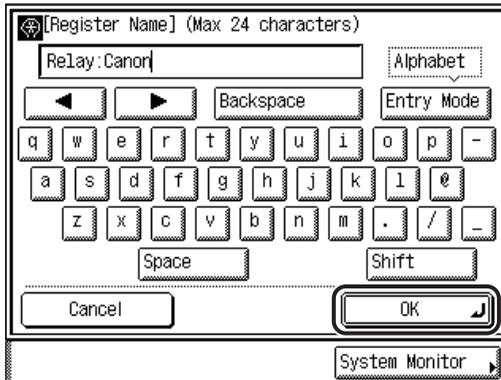
You can enter up to 24 characters for the Relay Memory Box name.

✎ NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you make a mistake, press ⓒ (Clear) to clear the entire entry → enter the correct name.
- If you want to cancel entering the memory box name, press [Cancel].

7 If you want to set a password for this Relay Memory Box, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].
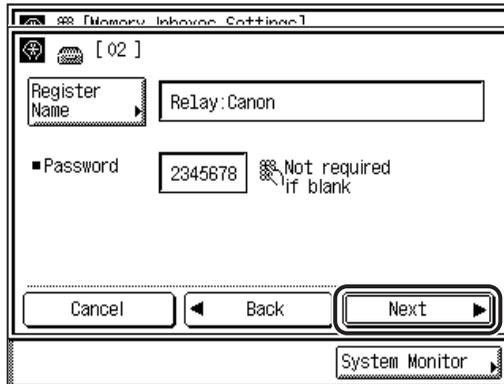
If you do not want to set a password, press [Next] proceed to step 8.

You cannot store a password with only zeros as the number, such as <0000000>.

🖐 IMPORTANT

Since there is no way to check a stored password, make sure that you write it down, and keep it in a safe place.

✐ NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the entire entry → enter the correct password.
- If you want to cancel setting up the Relay Memory Box, press [Cancel].

5

Customizing Fax Settings

8 Use ⓪ - ⑨ (numeric keys), ✳, and ♯ to enter the subaddress and password.

❏ Press [Subaddress] ➞ enter the subaddress.

❏ Press [Password] ➞ enter the password.

❏ Press [Next].

You can enter up to 20 digits for both the subaddress and password.

Press [Space] to insert a space.

Press [Backspace] to delete the last digit you entered.

🖐 IMPORTANT

- You must enter a subaddress. This setting is required. All documents must be sent and relayed with this subaddress. If the subaddresses do not match, the documents will not be received.
- An RX password is optional. However, if an RX password is set on the recipient's machine, the relayed documents must be sent with that password, as well as the matching subaddress. Otherwise, the recipient's machine will not receive the documents.

🖉 NOTE

- If you make a mistake when entering the subaddress/password, press ⓒ (Clear) ➞ enter the correct subaddress and password.
- To cancel storing the subaddress/password, press [Cancel].

9 Select the destinations that you want to store as relay destinations from the Address Book, or by pressing [Coded Dialing].

● **If you want to select a destination from the Address Book :**

❑ Press [Address Book] → select the desired one-touch speed dialing keys that you want to store as relay destinations → press [Done].

The selected destinations are displayed on the Register Destinations screen.

✐ NOTE

For more information on selecting destinations from the Address Book, see "Address Book," on p. 2-19.

● **If you want to select a destination by entering the coded speed dialing number:**

❑ Press [Coded Dialing] → enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).

The selected destination appears on the Register Destinations screen.

📎 NOTE
- For more information on specifying coded speed dialing numbers, see "Coded Speed Dialing," on p. 2-24.
- To erase a destination stored as a relay destination, select the destination → press [Erase].
- If you want to cancel storing relay destinations, press [Cancel].

10 Press [Next].

11 Select each relay setting.

● **If you want to restrict the relay source machine from sending you a transmission request:**

❑ Press [On] for <Original Unit Restriction>.

❑ Specify the destination → press [OK].

If you do not want to set a restriction, press [Off].

You can also specify the relay destination using ⓪ - ⑨ (numeric keys).

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

✐ NOTE

• For instructions on specifying a destination, see "Dialing Methods," on p. 2-16.

• To erase a specified destination, select the desired destination from the list → press [Erase].

● **If you want to print the received document:**

❑ Press [On] for <Print RX Document>.

```
┌─────────────────────────────────────────┐
│ ⊕ 📠 [ 02 ] Relay Settings               │
│ Original Unit          ┌─────┐ ┌─────┐   │
│ Restriction            │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│ Print RX               ┌─────┐ ┌─────┐   │
│ Document               │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│                                          │
│ Relay Start  🕒 --:-- ┌─────┐ ┌─────┐   │
│ Time                   │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│ ┌ Cancel ┐ ┌ ◀ Back ┐ ┌ OK     ┘│      │
│ └────────┘ └────────┘ └──────────┘      │
│                         ┌────────────────┐│
│                         │ System Monitor ▶││
│                         └────────────────┘│
└─────────────────────────────────────────┘
```

If you do not want to print the received document, press [Off].

● **If you want to specify the relay start time:**

❑ Press [On] for <Relay Start Time>.

```
┌─────────────────────────────────────────┐
│ ⊕ 📠 [ 02 ] Relay Settings               │
│ Original Unit          ┌─────┐ ┌─────┐   │
│ Restriction            │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│ Print RX               ┌─────┐ ┌─────┐   │
│ Document               │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│                                          │
│ Relay Start  🕒 --:-- ┌─────┐ ┌─────┐   │
│ Time                   │ On  │ │ Off │   │
│                        └─────┘ └─────┘   │
│ ┌ Cancel ┐ ┌ ◀ Back ┐ ┌ OK     ┘│      │
│ └────────┘ └────────┘ └──────────┘      │
│                         ┌────────────────┐│
│                         │ System Monitor ▶││
│                         └────────────────┘│
└─────────────────────────────────────────┘
```

✎ NOTE

If you select [Off], relay sending starts when documents are received in the Relay Memory Box.

❑ Enter the relay start time using ⓪ - ⑨ (numeric keys) → press [OK].

```
┌─────────────────────────────────────┐
│ ⊕  ◢  [ 02 ]▒  Enter the Relay Start Time using │
│                  the numeric keys.              │
│                                                 │
│            11/11/2004 12:31                      │
│             ⌚ [ ▌5:00 ]                         │
│                                                 │
│              (00:00-23:59)                       │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄  │
│ ┌──────────┐                ┌──────────┐        │
│ │  Cancel  │                │    OK   ↵│        │
│ └──────────┘                └──────────┘        │
│                          ┌─────────────────┐    │
│                          │ System Monitor ▶│    │
└─────────────────────────────────────┘
```
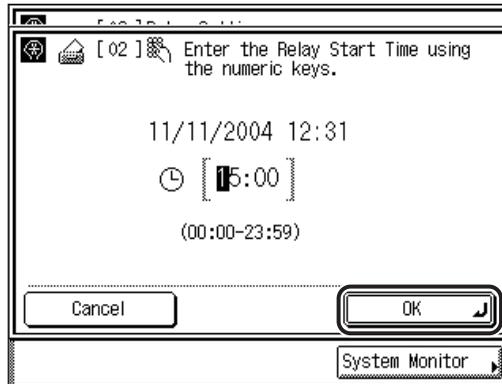
If you do not want to specify the relay start time, press [Cancel].

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705
           11:18 p.m. → 2318

✐ NOTE

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

12 When all settings are complete, press [OK].

The selected modes are set.

13 Press [Done] repeatedly until the Fax Basic Features screen appears.

Batch Sending Memory Box

The Batch Sending Memory Box enables you to send documents to a specific destination at a specified time each day. (See "Memory Boxes," on p. 3-5.)

Setting a time to send the documents when communication charges are low, enables you to reduce communication costs.

You can specify the following items for the Batch Sending Memory Box.

Item	Description	Setting
Memory Box Name	Sets the memory box name.	Batch Sending[*1] 24 characters maximum
Password	Sets a password to control the memory box. It is necessary to enter the password to change the contents of the memory box, or to scan an original into the memory box.	Not required A one to seven digit number
Destination	Sets the destination to which the documents are sent.	Required Specify the destination using the Address Book or Coded Speed Dialing.
TX Start Time	Sets the start time for transmission. The documents in the memory box are automatically sent at the specified time.	Required No default setting

[*1] Indicates the default setting.

📝 NOTE

Destinations must be stored in the address book beforehand.

1 Press ⓐ (Additional Functions) → [Custom Fax Settings] → [File Settings].

If necessary, see the screen shots in steps 1 and 2 of "Confidential Memory Box," on p. 5-66.

2 Press [Memory Inboxes Settings].

If necessary, see the screen shot in step 3 of "Confidential Memory Box," on p. 5-66.

3 Select the desired memory box number → press [Register].
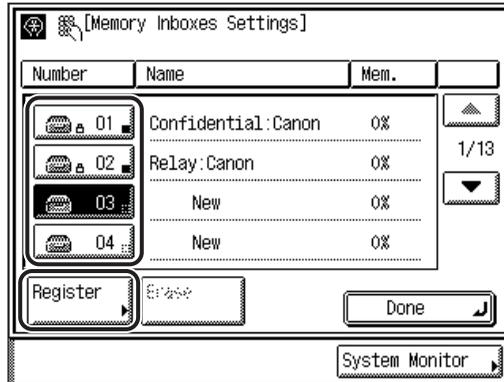
If the desired memory box is not displayed, press [▼] or [▲] to scroll to the desired memory box.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make mistake when entering the memory box number, press ⓒ (Clear) → enter the correct number.

4 Select [Batch Sending] → press [Next].
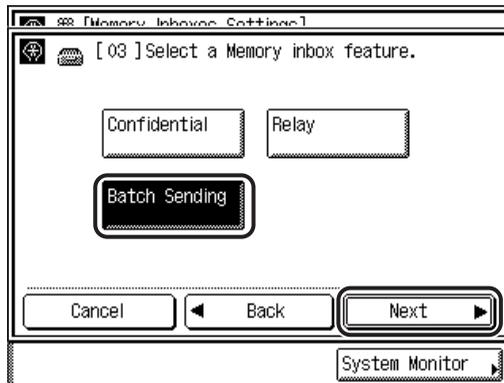
✎ NOTE
If you want to cancel setting up the selected memory box, press [Cancel].

5 Press [Register Name].
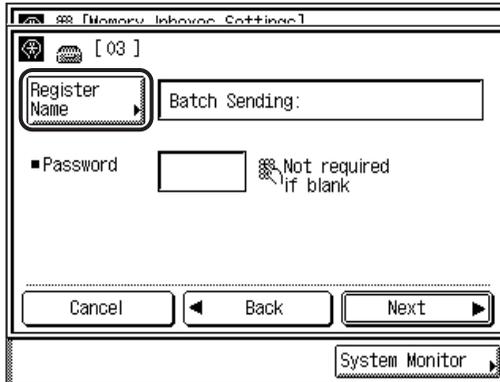
6 Enter a name for the Batch Sending Memory Box →
press [OK].
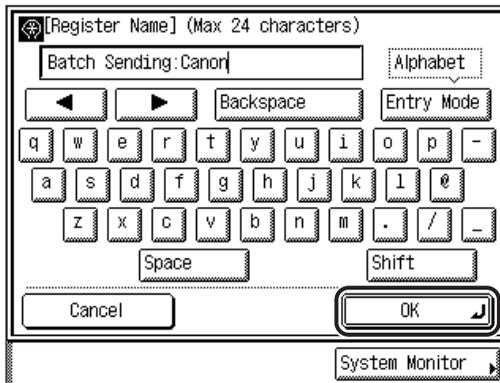
You can enter up 24 characters for the Batch Sending Memory Box name.

✐ NOTE
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you make a mistake, press Ⓒ (Clear) to clear the entire entry → enter the correct name.
- If you want to cancel entering the memory box name, press [Cancel].

7 If you want to set a password for this Batch Sending Memory Box, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].
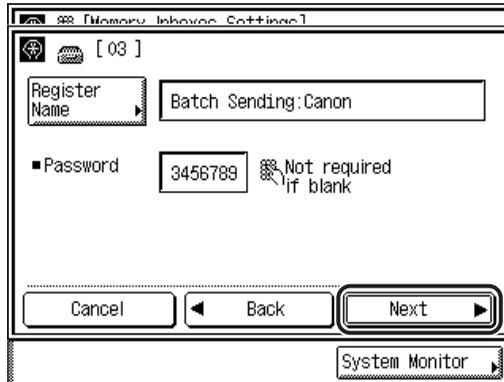
You cannot store a password with only zeros as the number, such as <0000000>.

If you do not want to set a password, press [Next] → proceed to step 8.

🖑 IMPORTANT

Since there is no way to check a stored password, make sure that you write it down, and keep it in a safe place.

✎ NOTE

- If you make a mistake when entering the password, press ⓒ (Clear) to clear the number → enter the correct password.
- If you want to cancel setting up the Batch Sending Memory Box, press [Cancel].

Customizing Fax Settings

8 Select the destinations that you want to store as batch sending destinations from the Address Book, or by pressing [Coded Dialing].

● If you want to select a destination from the Address Book :

❏ Press [Address Book] → select the desired one-touch speed dialing keys that you want to store as batch sending destinations → press [Done].

The selected destinations are displayed on the Register Destinations screen.

✎ NOTE

For more information on selecting destinations from the Address Book, see "Address Book," on p. 2-19.

● **If you want to select a destination by entering the coded speed dialing number:**

❑ Press [Coded Dialing] → enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).

The selected destination appears on the Register Destinations screen.

📝 NOTE
- For more information on specifying coded speed dialing numbers, see "Coded Speed Dialing," on p. 2-24.
- To erase a destination stored as a batch sending destination, select the destination → press [Erase].
- If you want to cancel storing batch sending destinations, press [Cancel].

9 Press [Next].

10 Enter the TX start time using ⓪ - ⑨ (numeric keys) → press [OK].

```
   ┌─────────────────────────────────────────┐
   │ 🌐 📧 [ 03 ]📠 Enter the TX Start time using the │
   │                 numeric keys.            │
   │                                          │
   │         11/11/2004 12:38                 │
   │                                          │
   │          🕐  │ 20:00 │                    │
   │                                          │
   │            (00:00-23:59)                 │
   │                                          │
   │ ┌────────┐ ┌───────────┐ ┌────────────┐ │
   │ │ Cancel │ │ ◄   Back  │ │    OK    ⏎ │ │
   │ └────────┘ └───────────┘ └────────────┘ │
   │                          ┌─────────────┐ │
   │                          │System Monitor ▶│
   └─────────────────────────────────────────┘
```
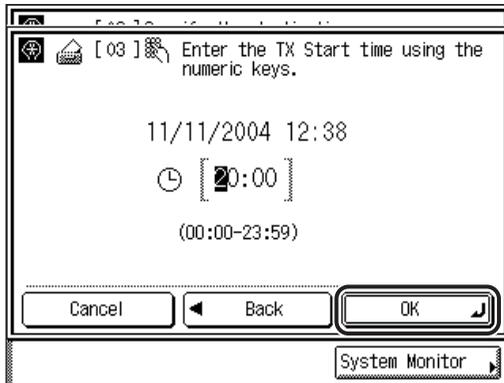
If you do not want to specify the TX start time, press [Cancel].

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705

            11:18 p.m.   →   2318

The selected mode is set.

📎 NOTE

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

11 Press [Done] repeatedly until the Fax Basic Features screen appears.

5

Customizing Fax Settings

Erasing a Memory Box

Follow the procedure below to erase the contents of a stored memory box.

⚠️ **IMPORTANT**

You cannot erase the contents of a memory box while communication (documents being sent or received) is taking place.

1 Press ⊚ (Additional Functions) → [Custom Fax Settings] → [File Settings].

If necessary, see the screen shots in steps 1 and 2 of "Confidential Memory Box," on p. 5-66.

2 Press [Memory Inboxes Settings].

If necessary, see the screen shot in step 3 of "Confidential Memory Box," on p. 5-66.

3 Select the memory box that you want to erase → press [Erase].
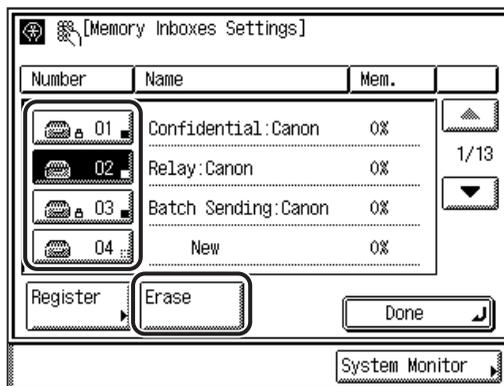
If the desired memory box is not displayed, press [▼] or [▲] to scroll to the desired memory box.

If you enter the memory box number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you select a memory box that is set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

To erase multiple memory boxes, select and erase one memory box at a time.

4 Press [Yes].
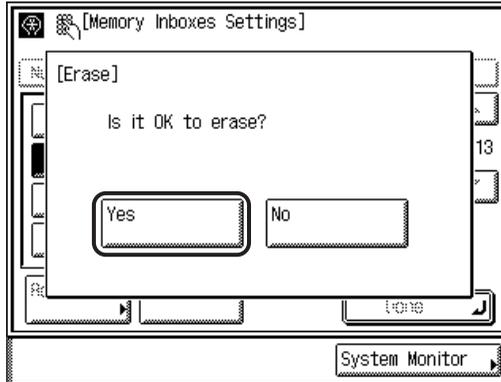
If you do not want to erase the selected memory box, press [No].

The message <Erased.> appears for approximately two seconds on the touch
panel display.

The selected memory box is erased.

5 Press [Done] repeatedly until the Fax Basic Features screen
appears.

Customizing Fax Settings

5

System Manager Settings

6

This chapter describes the settings that can be made by the System Manager (the person in charge of the machine).

System Settings Table

The following items can be stored or set in System Settings from the Additional Functions screen.

■ System Settings

Item	Settings	Applicable Page
Communications Settings		
Send Start Speed	33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	p. 6-3
Receive Start Speed	33600 bps[*1], 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	p. 6-6
Forward Settings	On, Off[*1]	p. 6-16
Memory Lock Settings	On, Off[*1]	p. 6-7
PIN Code Access	On, Off[*1]	p. 6-28
Receive Password	20 digits maximum	p. 6-30
Restricting New Address[*2]	On, Off[*1]	p. 6-33

[*1] Indicates the default setting.

[*2] Indicates items available only when the machine is in the System Management mode.

✐ NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," on p. ii.

6

System Manager Settings

Communications Settings

This section describes settings that the System Manager can make, including the send start speed, reception speed, and RX mode. It also describes how to set, change, and erase settings for forwarding received documents.

Send Start Speed

Setting the send start speed enables you to set the desired speed of transmission.

NOTE

The default setting is '33600 bps'.
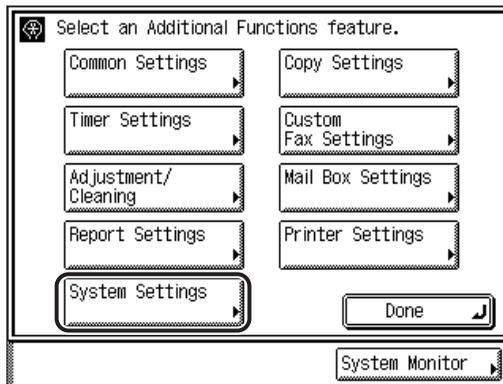
1 **Press ⊚ (Additional Functions) → [System Settings].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊚ - ⊚ (numeric keys) → press ⊚ (ID).

2 Press [Communications Settings].
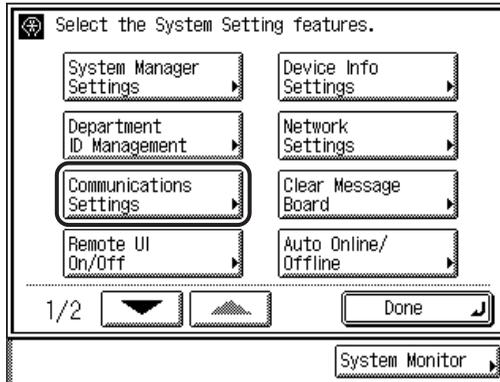
```
┌─────────────────────────────────────────────┐
│ ⊕ Select the System Setting features.        │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ System Manager   │  │ Device Info      │  │
│  │ Settings       ▸ │  │ Settings       ▸ │  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Department       │  │ Network          │  │
│  │ ID Management  ▸ │  │ Settings       ▸ │  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Communications   │  │ Clear Message    │  │
│  │ Settings       ▸ │  │ Board          ▸ │  │
│  └──────────────────┘  └──────────────────┘  │
│  ┌──────────────────┐  ┌──────────────────┐  │
│  │ Remote UI        │  │ Auto Online/     │  │
│  │ On/Off         ▸ │  │ Offline        ▸ │  │
│  └──────────────────┘  └──────────────────┘  │
│   1/2  ┌──▼──┐ ┌──▲──┐      ┌─ Done ──┐      │
│        └─────┘ └─────┘      └──────────┘      │
│ ┌──────────────────────────────────────────┐ │
│ │                        System Monitor  ▸ │ │
│ └──────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

✎ NOTE
   If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired
   setting.

3 Press [Send Start Speed].
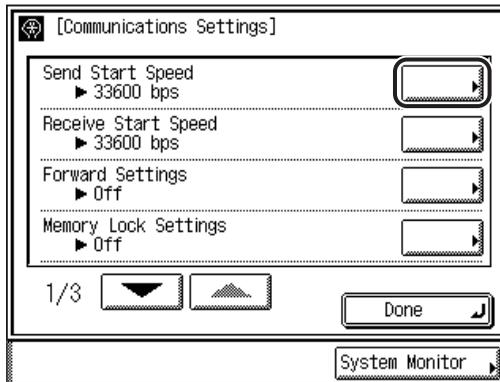
```
┌─────────────────────────────────────────────┐
│ ⊕ [Communications Settings]                   │
│  ┌────────────────────────────┐              │
│  │ Send Start Speed           │  ┌─────────┐ │
│  │  ▶ 33600 bps               │  │       ▸ │ │
│  └────────────────────────────┘  └─────────┘ │
│  Receive Start Speed             ┌─────────┐ │
│   ▶ 33600 bps                    │       ▸ │ │
│                                  └─────────┘ │
│  Forward Settings                ┌─────────┐ │
│   ▶ Off                          │       ▸ │ │
│                                  └─────────┘ │
│  Memory Lock Settings            ┌─────────┐ │
│   ▶ Off                          │       ▸ │ │
│                                  └─────────┘ │
│   1/3  ┌──▼──┐ ┌──▲──┐      ┌─ Done ──┐      │
│        └─────┘ └─────┘      └──────────┘      │
│ ┌──────────────────────────────────────────┐ │
│ │                        System Monitor  ▸ │ │
│ └──────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

✎ NOTE
   If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired
   setting.

4 Select the desired start speed → press [OK].

[Send Start Speed]

33600 bps	14400 bps	9600 bps
7200 bps	4800 bps	2400 bps

Cancel   OK

System Monitor
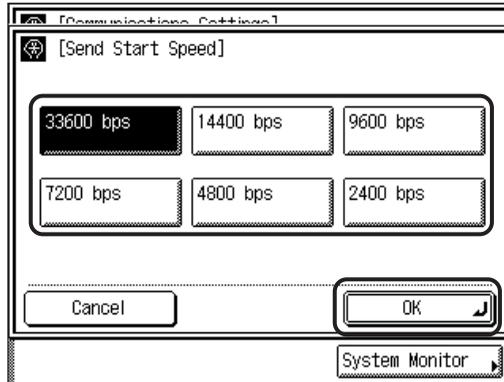
The selected mode is set.

✎ NOTE

If your document transmission is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], or [2400 bps].

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

System Manager Settings

Receive Start Speed

Setting the reception speed enables you to set the desired speed of reception.

✎ NOTE

The default setting is '33600 bps'.

1 Press ⊛ (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Send Start Speed," on p. 6-3.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⑩ (ID).

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Receive Start Speed].
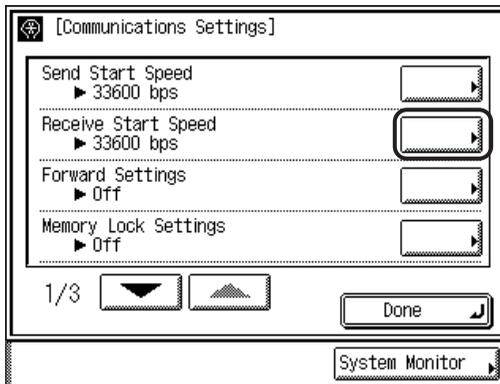
```
⊛ [Communications Settings]

Send Start Speed
  ▶ 33600 bps                    ▸

Receive Start Speed
  ▶ 33600 bps                    ▸

Forward Settings
  ▶ Off                          ▸

Memory Lock Settings
  ▶ Off                          ▸

1/3    ▼    ▲            Done ↵

                        System Monitor ▸
```

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the desired start speed → press [OK].
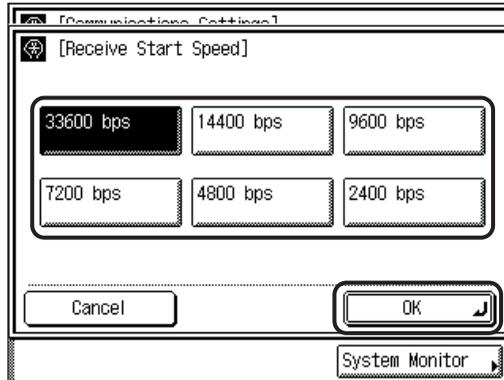
The selected mode is set.

✎ NOTE

If your document reception is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], or [2400 bps].

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Saving Received Documents in Memory

Normally a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all incoming documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called "Memory Lock."

After the Memory Lock mode is turned 'On', the machine will automatically enter and leave the Memory Lock mode at the times you specify. The documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password and print or send them.

Follow the procedure below to define a memory lock password and set the times for the machine to enter and leave the Memory Lock mode.

✏ NOTE

- Received documents that are stored in memory are displayed on the RX Job Status screen. You can erase, forward, or check the details of the received documents from the RX Job Status screen.
- Even if the Memory Lock mode is set to 'Off', documents that are sent to Relay Memory Box and Confidential Memory Box are stored in those memory boxes without being printed.
- You can enter up to seven digits for the password. If you enter fewer that seven digits, the machine stores the password with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Send Start Speed," on p. 6-3.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘ (ID).

✏ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory Lock Settings].
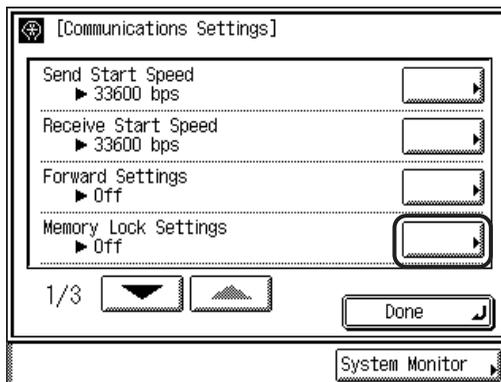
If a password has been set for the Memory Lock Settings screen, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].
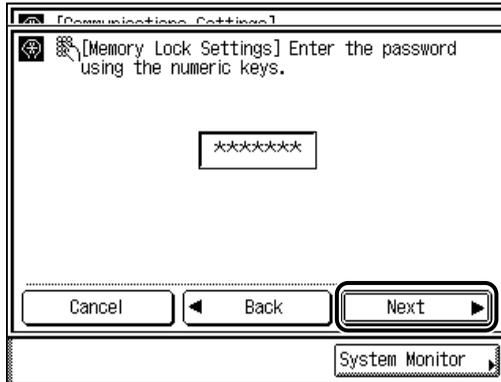
```
[Communications Settings]

 [Memory Lock Settings] Enter the password
  using the numeric keys.


                ******


   Cancel      ◄  Back       Next    ►

                        System Monitor ▸
```

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] → press [Option].

```
[Communications Settings]

 [Memory Lock Settings]


        On          Off


        Option  ▸


   Cancel                   OK    ↵

                        System Monitor ▸
```
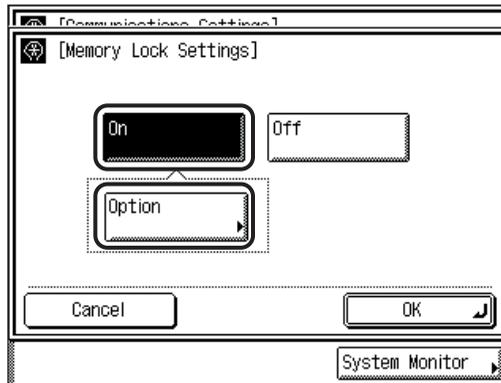
If you do not want to set the Memory Lock mode, select [Off] → press [OK] → proceed to step 7.

✎ NOTE

To cancel this setting, press [Cancel].

4 If you want to set a password for the Memory Lock mode, enter a password using ⓪ - ⑨ (numeric keys) → press [Next].
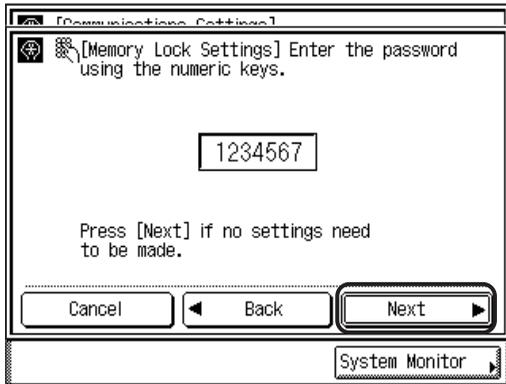
```
┌──────────────────────────────────────────┐
│ ▣  [Communications Settings]             │
│ ┌──────────────────────────────────────┐ │
│ │ ⊕ ✎[Memory Lock Settings] Enter the password │
│ │      using the numeric keys.          │ │
│ │                                        │ │
│ │            ┌──────────────┐            │ │
│ │            │   1234567    │            │ │
│ │            └──────────────┘            │ │
│ │                                        │ │
│ │      Press [Next] if no settings need  │ │
│ │      to be made.                       │ │
│ │                                        │ │
│ │  ┌──────────┐ ┌──◄── Back ──┐ ┌── Next ──►──┐ │
│ │  │  Cancel  │ │            │ │            │ │
│ │  └──────────┘ └────────────┘ └────────────┘ │
│ ├──────────────────────────────────────┤ │
│ │                       System Monitor ▸│ │
│ └──────────────────────────────────────┘ │
└──────────────────────────────────────────┘
```

If you set a password, it will be necessary to enter the password whenever you want to change the Memory Lock mode settings, or cancel the Memory Lock mode.

If you do not want to set a password, press [Next] → proceed to step 5.

You cannot store a password with only zeros as the number, such as <0000000>.

🖐 IMPORTANT

Since there is no way to check a stored password, make sure that you write it down, and keep it in a safe place.

🖉 NOTE

If you make a mistake when entering the password, press ⓒ (Clear) to clear the entire entry → enter the correct password.

5 If necessary, specify the memory lock setting.

● **If you want to print the Received Result Report and Transmission Management Report:**

❑ Press [On] for <Report Print>.
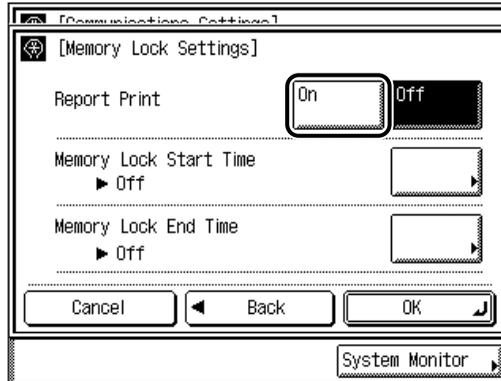
If you do not want to print these reports, press [Off].

✎ NOTE

- For an example of the Received Result Report and Transmission Management Report, see Chapter 9, "Appendix."
- The default setting is 'On'.

● **If you want to specify the Memory Lock start time:**

❑ Press [Memory Lock Start Time].

❑ Select [Everyday], [Select Days], or [Off].

```
[Communications Settings]
⊕ [Memory Lock Start Time]



  ┌──────────┐ ┌──────────┐ ┌──────────┐
  │ Everyday │ │Select Days│ │ Off      │
  └──────────┘ └──────────┘ └──────────┘



  ┌──────────┐              ┌──────────┐
  │ Cancel   │              │ OK      ↵│
  └──────────┘              └──────────┘

                            ┌─────────────────┐
                            │ System Monitor ▸│
                            └─────────────────┘
```

If [Everyday] is selected, press [Next] → select a number ([1] to [5]) → enter
the start time using ⓪ - ⑨ (numeric keys) → press [OK].

```
[Communications Settings]
⊕ ▒[Everyday] (00:00-23:59)


  ┌─┐                          ┌─┐
  │1│ ⊕ [ 09:30 ]              │4│ ⊕ [ --:-- ]
  └─┘                          └─┘
  ┌─┐                          ┌─┐
  │2│ ⊕ [ --:-- ]              │5│ ⊕ [ --:-- ]
  └─┘                          └─┘
  ┌─┐
  │3│ ⊕ [ --:-- ]
  └─┘

  ┌──────────┐ ┌──────────┐   ┌──────────┐
  │ Cancel   │ │ ◂  Back  │   │ OK      ↵│
  └──────────┘ └──────────┘   └──────────┘

                            ┌─────────────────┐
                            │ System Monitor ▸│
                            └─────────────────┘
```

You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705
            11:18 p.m.   →   2318

If [Select Days] is selected, press [Next] → select a day of the week ([Sun] to
[Sat]) → select a number ([1] to [5]) → enter the start time using
⓪ - ⑨ (numeric keys) → press [OK].

You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705

11:18 p.m.   →   2318

If [Off] is selected, the Memory Lock mode will not start automatically at a
specified time. You can manually switch the machine into the Memory Lock
mode using the RX mode from the Special Features screen. (See "Changing
the Reception Mode," on p. 3-17.)

✎ NOTE
• You can select [Everyday] for the Memory Lock Start Time, and [Select Days] for
  the Memory Lock End Time, and vice versa.
• If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry
  → enter another four digit number.
• If you do not want to specify the start time, press [Cancel].
• To disable the Memory Lock Start Time, press [Memory Lock Start Time] → [Off].

● **If you want to specify the Memory Lock end time:**

❑ Press [Memory Lock End Time].

❑ Select [Everyday], [Select Days], or [Off].

If [Everyday] is selected, press [Next] ➞ select a number ([1] to [5]) ➞ enter the end time using ⓪ - ⑨ (numeric keys) ➞ press [OK].


You can store up to five different end times.

Enter all four digits of the time (including zeros), using 24-hour notation.

| Examples: | 7:05 a.m. | → | 0705 |
| | 11:18 p.m. | → | 2318 |

If [Select Days] is selected, press [Next] → select a day of the week ([Sun] to
[Sat]) → select a number ([1] to [5]) → enter the end time using
⓪ - ⑨ (numeric keys) → press [OK].

You can store up to five different end times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

| Examples: | 7:05 a.m. | → | 0705 |
| | 11:18 p.m. | → | 2318 |

If [Off] is selected, the Memory Lock mode will not end automatically at a
specified time. You can manually turn off the Memory Lock mode using the RX
mode from the Special Features screen. (See "Changing the Reception
Mode," on p. 3-17.)

✎ NOTE
- You can select [Everyday] for the Memory Lock Start Time, and [Select Days] for
  the Memory Lock End Time, and vice versa.
- If you make a mistake when entering the end time, press ⓒ (Clear) to clear your
  entry → enter another four digit number.
- If you do not want to specify the end time, press [Cancel].
- The default setting is 'Off'.
- To disable the Memory Lock End Time, press [Memory Lock End Time] → [Off].

6 When all settings are complete, press [OK].


```
[Communications Settings]
[Memory Lock Settings]

Report Print                    [ On ] [ Off ]

Memory Lock Start Time
   ► Select Days                         [    ] ►

Memory Lock End Time
   ► Select Days                         [    ] ►

   [ Cancel ]  [ ◄  Back ]      [   OK   ◄ ]

                              [ System Monitor ► ]
```
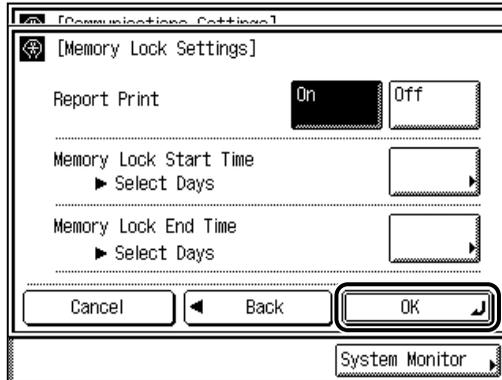
The selected modes are set.

7 Press [Done] repeatedly until the Fax Basic Features screen appears.

Automatic Forwarding of Received Documents

The Forward mode enables your machine to receive documents, and then automatically forward them to another fax machine. You can set a day and time for your machine to switch to the Forward mode.

If you want to use the Forward mode, you must first set the forwarding destination.

🖐 IMPORTANT

- If Forward Setting is set to 'Off', your machine will not forward received documents.
- You can only forward documents that are sent directly to your machine.
- Documents that are received in a memory box are not forwarded.

🖉 NOTE

- You can set the machine so that it only forwards documents from a specific remote machine (Select Original Unit).
- Store the telephone numbers of the forwarding destinations or the forwarding source machines (original units) in one-touch speed dialing keys.
- The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Send Start Speed," on p. 6-3.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⑩ (ID).

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Forward Settings].

```
⊕ [Communications Settings]

Send Start Speed                          ▶
  ▶ 33600 bps
Receive Start Speed                       ▶
  ▶ 33600 bps
Forward Settings                          ▶
  ▶ Off
Memory Lock Settings                      ▶
  ▶ Off

1/3  [ ▼ ]  [ ▲ ]              [ Done  ↲ ]

                               System Monitor ▶
```
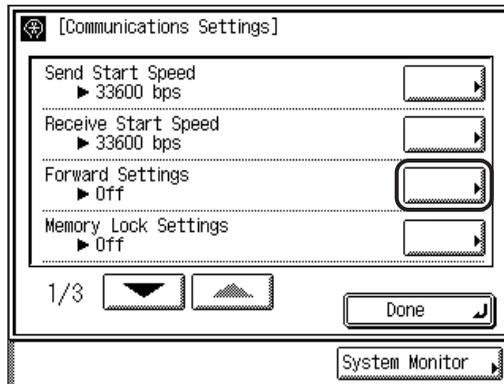
If a password has been set for the Forward Settings screen, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].
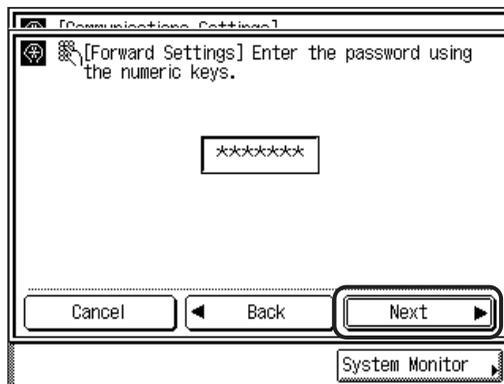
```
⊕  ▒ [Forward Settings] Enter the password using
     the numeric keys.


              ┌──────────┐
              │ ****** │
              └──────────┘




─────────────────────────────────────
[ Cancel ]  [ ◄  Back ]  [ Next    ▶ ]

                          System Monitor ▶
```

⌀ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] → press [Option].
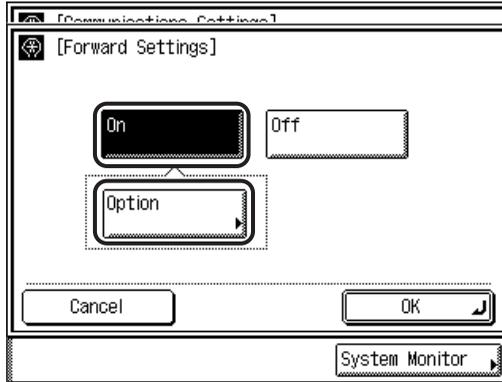
If you do not want to set the Forward mode, select [Off] → press [OK] → proceed to step 9.

⌀ NOTE

To cancel this setting, press [Cancel].

4 If you want to set a password for the Forward mode, enter a password using ⓪ - ⑨ (numeric keys) → press [Next].
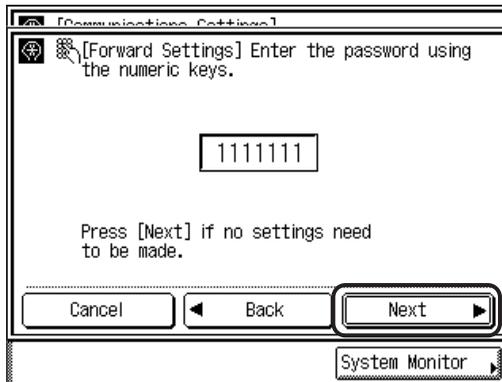
If you set a password, it will be necessary to enter the password whenever you want to change the Forward settings, or cancel the Forward mode.

If you do not want to set a password, press [Next] → proceed to step 5.

You cannot store a password with only zeros as the number, such as <0000000>.

5 Select the desired destinations to which you want to forward documents.
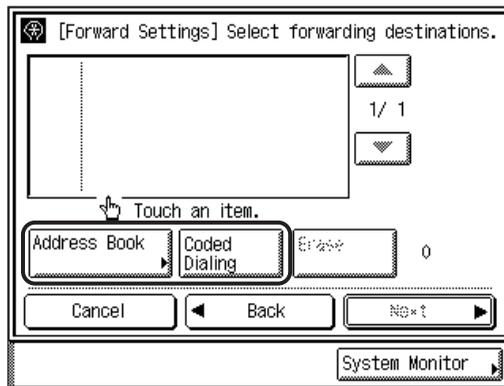
● **If you want to select a destination from the Address Book :**

❑ Press [Address Book] → select the desired one-touch speed dialing keys to which you want to forward documents → press [Done].

The selected destinations are displayed on the Register Destinations screen.

● **If you want to select a destination by entering the coded speed dialing number:**

❑ Press [Coded Dialing] → enter the coded speed dialing number (001-200) using ⓪ - ⑨ (numeric keys).

```
[Forward Settings] Select forwarding destinations.

016  Dallas                          ▲
017  New York                       1/ 1
018  Toronto                         ▼

        ☝ Touch an item.

Address Book  ►  Coded     Erase    3
                 Dialing

  Cancel    ◄  Back      Next  ►

                         System Monitor ►
```
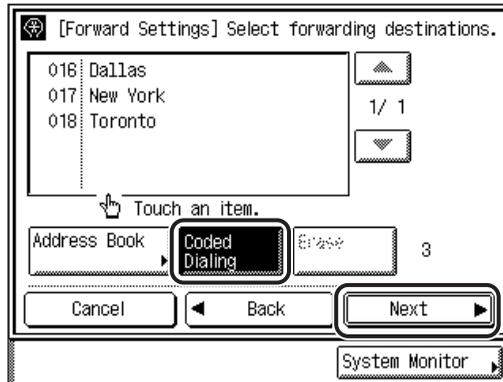
The selected destination appears on the Register Destinations screen.

6 Press [Next].

7 If necessary, specify the forward settings.

● **If you only want to receive documents from the original forward source:**

❑ Press [On] for <Original Unit Restriction>.

```
[Communications Settings]
 [Forward Settings]
  Original Unit Restriction      [On ]  [Off]
  Print RX Document              [On ]  [Off]
  Forward Start Time
    ▶ Off                                 [ ▶]
  Forward End Time
    ▶ Off                                 [ ▶]
  [ Cancel ]    [ ◀  Back ]      [  OK  ↵ ]
                              [ System Monitor ▶]
```
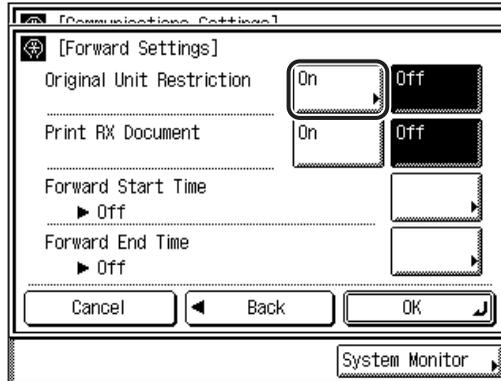
❑ Specify the source forwarding destination → press [OK].

```
 [Original Unit Restriction]
  019 Charleston                  [ ▲ ]
  020 Honolulu
  021 Chicago                      1/ 1
                                  [ ▼ ]
         🖑 Touch an item.
  [Address Book ▶] [Coded  ] [Erase]   3
                   [Dialing ▶]
  [ Cancel ]              [  OK  ↵ ]
                              [ System Monitor ▶]
```
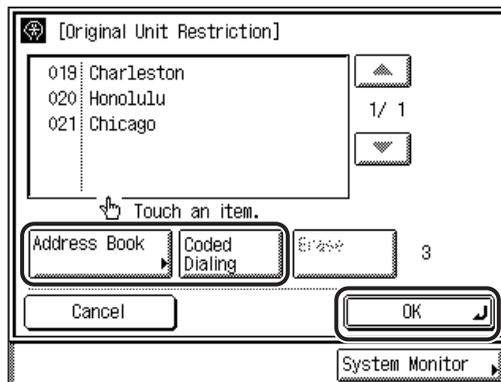
If you do not want to restrict the reception of forwarded documents, press [Off].

You can also specify source the forward destination using
⓪ - ⑨ (numeric keys).

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

✎ NOTE
- For instructions on specifying destinations, see "Dialing Methods," on p. 2-16.
- To erase a specified forward destination, select the desired destination from the list → press [Erase].
- The default setting is 'Off'.

● **If you want to print the forwarded document:**

❑ Press [On] for <Print RX Document>.
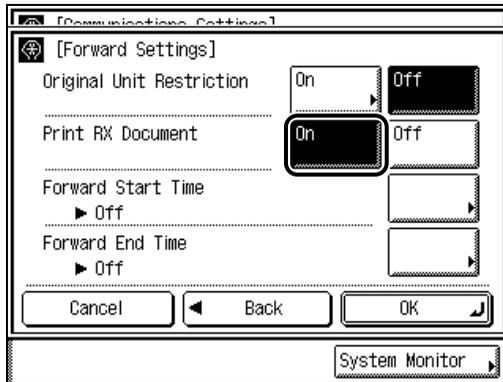
If you do not want to print the received document, press [Off].

✐ NOTE

The default setting is 'Off'.

● **If you want to specify the forward start time:**

❑ Press [Forward Start Time].

❑ Select [Everyday], [Select Days], or [Off].

```
┌──────────────────────────────────────────────┐
│ ⌐ [Communications Settings]                   │
│ ⊕ [Forward Start Time]                        │
│                                                │
│  ┌──────────┐ ┌──────────┐ ┌──────────┐       │
│  │Everyday  │ │Select Days│ │Off       │      │
│  └──────────┘ └──────────┘ └──────────┘       │
│                                                │
│                                                │
│  ┌──────────┐              ┌──────────┐        │
│  │ Cancel   │              │   OK   ↵ │        │
│  └──────────┘              └──────────┘        │
│                           ┌──────────────┐     │
│                           │System Monitor│▸    │
└──────────────────────────────────────────────┘
```

If [Everyday] is selected, press [Next] ➞ select a number ([1] to [5]) ➞ enter
the send start time using ⓪ - ⑨ (numeric keys) ➞ press [OK].

```
┌──────────────────────────────────────────────┐
│ ⌐ [Communications Settings]                   │
│ ⊕ ▒[Everyday] (00:00-23:59)                   │
│                                                │
│  ┌─┐ ⊕ ┌─────┐        ┌─┐ ⊕ ┌─────┐           │
│  │1│   │09:30│        │4│   │--:--│           │
│  └─┘   └─────┘        └─┘   └─────┘           │
│  ┌─┐ ⊕ ┌─────┐        ┌─┐ ⊕ ┌─────┐           │
│  │2│   │--:--│        │5│   │--:--│           │
│  └─┘   └─────┘        └─┘   └─────┘           │
│  ┌─┐ ⊕ ┌─────┐                                │
│  │3│   │--:--│                                 │
│  └─┘   └─────┘                                 │
│  ┌────────┐ ┌──────────┐    ┌──────────┐       │
│  │ Cancel │ │ ◄  Back  │    │   OK   ↵ │       │
│  └────────┘ └──────────┘    └──────────┘       │
│                           ┌──────────────┐     │
│                           │System Monitor│▸    │
└──────────────────────────────────────────────┘
```

You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   ➞   0705

11:18 p.m.   ➞   2318

If [Select Days] is selected, press [Next] → select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]) → enter the start time using ⓪ - ⑨ (numeric keys) → press [OK].

You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If [Off] is selected, the Forward mode will not start automatically at a specified time. You can manually switch the machine into the Forward mode, using the RX mode from the Special Features screen. (See "Changing the Reception Mode," on p. 3-17.)

✍ NOTE

- You can select [Everyday] for the Forward Start Time, and [Select Days] for the Forward End Time, and vice versa.
- If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.
- If you do not want to specify the start time, press [Cancel].
- The default setting is 'Off'.
- To disable the Forward Start Time, press [Forward Start Time] → [Off].

● **If you want to specify the forward end time:**

❏ Press [Forward End Time].

❏ Select [Everyday], [Select Days], or [Off].

If [Everyday] is selected, press [Next] → select a number ([1] to [5]) → enter the end times using ⓪ - ⑨ (numeric keys) → press [OK].

You can store up to five different end times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:　　7:05 a.m.　　→　　0705

　　　　　　 11:18 p.m.　　→　　2318

If [Select Days] is selected, press [Next] → select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]) → enter the end times using ⓪ - ⑨ (numeric keys) → press [OK].

You can store up to five different end times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:　　7:05 a.m.　　→　　0705

　　　　　　 11:18 p.m.　　→　　2318

If [Off] is selected, the Forward mode will not end automatically at a specified time. You can manually turn off the Forward mode, using the RX mode from the Special Features screen. (See "Changing the Reception Mode," on p. 3-17.)

IMPORTANT

You cannot set the same time for both the start time and end time.

NOTE

- You can select [Everyday] for the Forward Start Time, and [Select Days] for the Forward End Time, and vice versa.

- If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

- If the end time is set earlier than the start time, received documents will stop being forwarded at the specified end time on the following day. For example:
Start time: 22:00, end time: 21:00; The end time refers to 21:00 of the following day.

- If you do not want to specify the end time, press [Cancel].

- The default setting is 'Off'.

- To disable the Forward End Time, press [Forward End Time] → [Off].

8 When all settings are complete, press [OK].
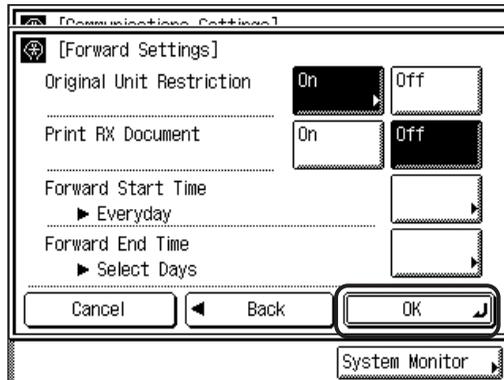
The selected modes are set.

9 Press [Done] repeatedly until the Fax Basic Features screen appears.

PIN Code Access

If your PBX requires a PIN code to get an outside line, your machine can be set to prompt the user to enter the PIN code before they dialing.

$\mathscr{D}$ NOTE

- If PIN Code Access is set to 'On', the machine automatically displays a screen prompting you to enter the PIN code when you press ⊙ (Start).
- The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Send Start Speed," on p. 6-3.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊚ - ⑨ (numeric keys) → press ⓘ (ID).

$\mathscr{D}$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [▼] or [▲] until [PIN Code Access] appears → press [PIN Code Access].

3 Press [On].
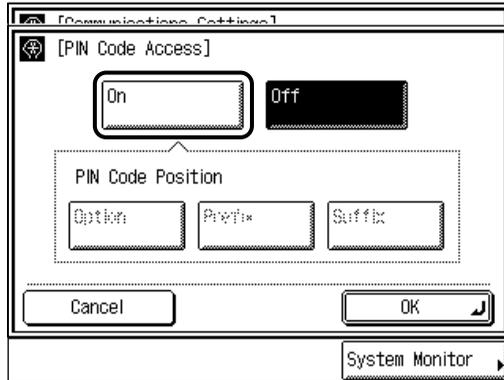
If you do not want to set PIN code access, press [Off] → [OK] → proceed to step 5.

4 Select the desired type of PIN code → press [OK].
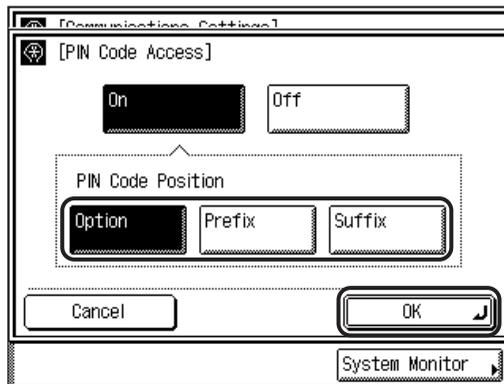
Details of each item are shown below.

[Option]: Select if your PBX requires a PIN code depending on the destination. If PIN Code Access is set to 'Option', [PIN Code] appears on the Fax Basic Features screen.

[Prefix]: Select if your PBX always requires you to enter a PIN code before the destination.

[Suffix]: Select if your PBX always requires you to enter a PIN code after the destination.

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Reception Password

This mode enables you to set an optional ITU-T standard password.

If a subaddress is not set for a document that was received from another party using the ITU-T standard, the machine checks for an RX password.

If the RX password does not match the RX password set in your machine, or if the RX password is not attached to the document, the document cannot be received.

🖐 IMPORTANT

RX passwords are ignored if documents are being received in a memory box that is set with a password. The memory box password takes precedence over the RX password.

1 Press ⓐ (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Send Start Speed," on p. 6-3.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘ (ID).

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 **Press [▼] or [▲] until [Receive Password] appears → press [Receive Password].**
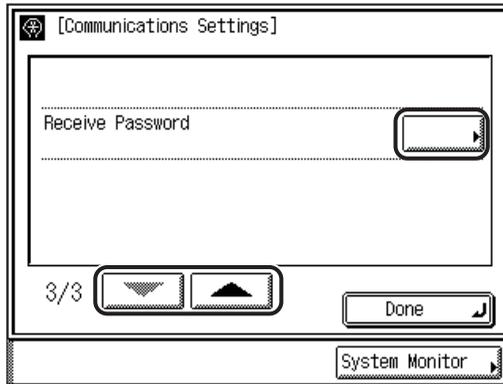
```
┌─────────────────────────────────────────────┐
│ ⊕ [Communications Settings]                  │
│  ┌──────────────────────────────────────┐    │
│  │                                      │    │
│  │ Receive Password            ┌────┐   │    │
│  │                             │   ▶│   │    │
│  │                             └────┘   │    │
│  │                                      │    │
│  │                                      │    │
│  │                                      │    │
│  │ 3/3  ┌──────┐ ┌──────┐    ┌──────┐  │    │
│  │      │  ▽   │ │  △   │    │ Done │  │    │
│  │      └──────┘ └──────┘    └──────┘  │    │
│  └──────────────────────────────────────┘    │
│                          ┌──────────────┐     │
│                          │ System Monitor ▶│    │
│                          └──────────────┘     │
└─────────────────────────────────────────────┘
```

✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 **Enter the receive password using ⓪ - ⑨ (numeric keys), ✱, and # → press [OK].**

```
┌─────────────────────────────────────────────┐
│ ▥ [Communications Settings]                  │
│  ⊕ ⧉[Receive Password]                        │
│     Use the numeric keys.                    │
│                                              │
│        ┌──────────────────────┐              │
│        │ 123456789│           │              │
│        └──────────────────────┘              │
│                                              │
│       ┌────────┐   ┌──────────┐              │
│       │ Space  │   │ Backspace│              │
│       └────────┘   └──────────┘              │
│                                              │
│   ┌────────┐            ┌──────────┐         │
│   │ Cancel │            │   OK    ↵│         │
│   └────────┘            └──────────┘         │
│                          ┌──────────────┐     │
│                          │ System Monitor ▶│    │
│                          └──────────────┘     │
└─────────────────────────────────────────────┘
```
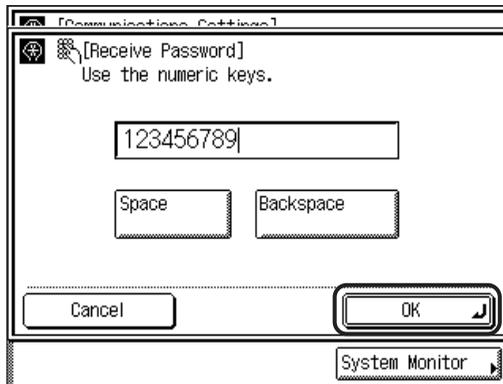
You can enter up to 20 digits for the receive password.

Press [Space] to insert a space.

Press [Backspace] to delete the last digit you entered.

The selected mode is set.

4 **Press [Done] repeatedly until the Fax Basic Features screen appears.**

Restricting New Addresses

This mode enables you to restrict the entering of new destinations. When you set Restrict New Addresses to 'On' while the machine is in the System Management mode, the following is restricted:

- Specifying a destination using ⓪ - ⑨ (numeric keys) (including Forward destinations on the RX Job Status screen)
- Redialing the last destination
- Registering destinations in the Address Book
- Sending faxes from a computer using the fax driver

🖐 IMPORTANT

Restrict New Addresses can only be set by the System Manager.

✐ NOTE

The default setting is 'Off'.

1 Press ⓐ (Additional Functions) → [System Settings] → [Restrict New Addresses].
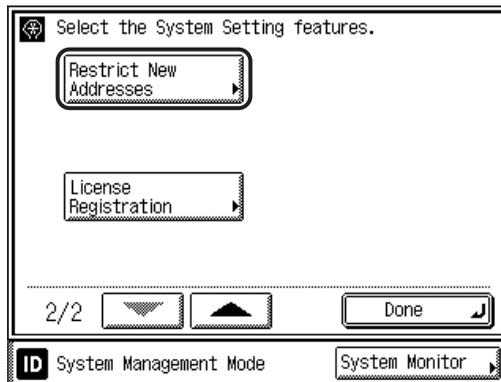
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press ⓘ (ID).

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select [On] or [Off] → press [OK].
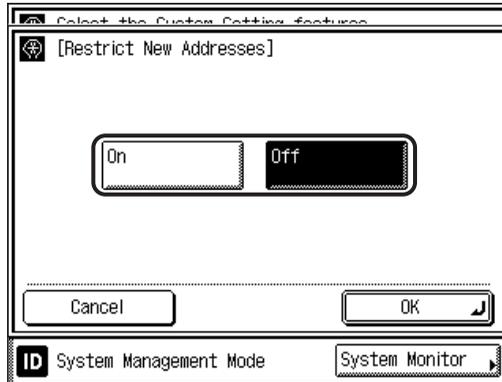
```
 ┌──────────────────────────────────────────────┐
 │ ⊙ Select the System Setting features         │
 │ ┌──────────────────────────────────────────┐ │
 │ │ ⊕ [Restrict New Addresses]               │ │
 │ │                                          │ │
 │ │                                          │ │
 │ │     ┌──────────┐  ┌──────────┐           │ │
 │ │     │ On       │  │ Off      │           │ │
 │ │     └──────────┘  └──────────┘           │ │
 │ │                                          │ │
 │ │ ┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈ │ │
 │ │  ┌──────────┐           ┌──────────┐     │ │
 │ │  │ Cancel   │           │ OK    ↵  │     │ │
 │ │  └──────────┘           └──────────┘     │ │
 │ └──────────────────────────────────────────┘ │
 │ ID System Management Mode    System Monitor ▸ │
 └──────────────────────────────────────────────┘
```

The selected mode is set.

3 Press [Done] repeatedly until the Fax Basic Features screen appears.

Printing Communication Reports

7

This chapter explains the method of setting the contents of a communications report and printing lists.

Report Settings Table

The following items can be stored or set in Report Settings from the Additional Functions screen.

■ Custom Settings

Item	Settings	Applicable Page
Fax		
TX Report	On, For Error Only[*1], Off Report With TX Image: On[*1], Off	p. 7-3
Activity Report		
Auto Print	On[*1], Off	p. 7-6
Send/Receive Separate	On, Off[*1]	
Daily Activity Report Time	On, Off[*1] Time Settings: 00:00 to 23:59	
RX Report	For Error Only, On, Off[*1]	p. 7-10
Memory Inbox RX Report	On[*1], Off	p. 7-12

*1 Indicates the default setting.

■ Print List

Item	Settings	Applicable Page
Fax		
Address Book List	Print List	p. 7-14
User's Data List	Print List	p. 7-16

✐ NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," on p. ii.

Specifying Report Settings

You can specify how various reports are printed.

✐ NOTE

Reports can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain, recycled, or color paper) is loaded in the paper sources whose settings in Fax in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

TX Report

The TX Report enables you to check whether documents were sent correctly to their intended destinations. A TX Report can be printed automatically after the documents are sent. You can also set the machine to print a TX Report only when a transmission error occurs, and adjust the TX Report setting to print the first part of the document as part of the report to remind you of the document's contents.

✐ NOTE

• For more information on the TX Report, see "TX Report/Error TX Report," on p. 9-2.
• The default settings are:

- TX Report: For Error Only
- Report With TX Image: On

1 **Press ⊚ (Additional Functions) → [Report Settings].**
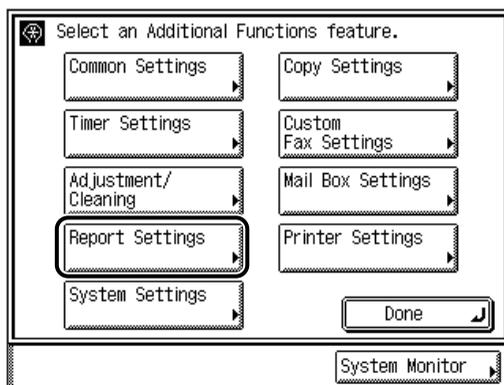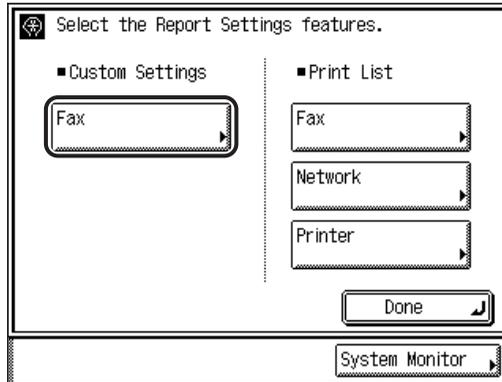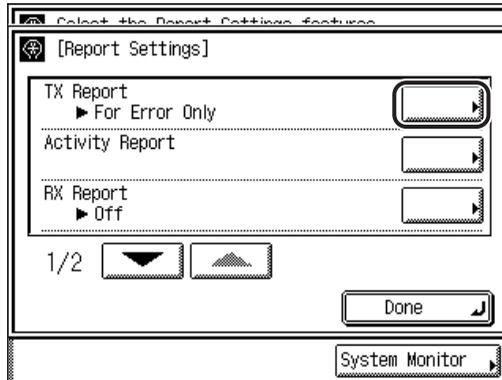
2 Press [Fax] under <Custom Settings>.

```
┌─────────────────────────────────────────┐
│ ⊕ Select the Report Settings features.  │
│                                          │
│  ■Custom Settings    ■Print List         │
│  ┌─────────────┐    ┌─────────────┐      │
│  │ Fax        ▶│    │ Fax        ▶│      │
│  └─────────────┘    └─────────────┘      │
│                     ┌─────────────┐      │
│                     │ Network    ▶│      │
│                     └─────────────┘      │
│                     ┌─────────────┐      │
│                     │ Printer    ▶│      │
│                     └─────────────┘      │
│                     ┌─────────────┐      │
│                     │ Done      ↵ │      │
│                     └─────────────┘      │
│ ┌──────────────────────────────────────┐ │
│ │              System Monitor ▶        │ │
│ └──────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

3 Press [TX Report].

```
┌─────────────────────────────────────────┐
│ ⊕ [Report Settings]                     │
│                                          │
│  TX Report                     ┌──────┐  │
│   ▶ For Error Only             │     ▶│  │
│  ─────────────────────────     └──────┘  │
│  Activity Report               ┌──────┐  │
│                                │     ▶│  │
│  ─────────────────────────     └──────┘  │
│  RX Report                     ┌──────┐  │
│   ▶ Off                        │     ▶│  │
│  ─────────────────────────     └──────┘  │
│  1/2  ┌───┐ ┌───┐                        │
│       │ ▼ │ │ ▲ │                        │
│       └───┘ └───┘              ┌────────┐ │
│                               │ Done  ↵ │ │
│                               └────────┘ │
│ ┌──────────────────────────────────────┐ │
│ │              System Monitor ▶        │ │
│ └──────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

✐ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll the desired setting.

4 Select [For Error Only], [On], or [Off].

```
[TX Report]
[ On ]  [ For Error Only ]  [ Off ]

        Report With TX Image
        [ On ]      [ Off ]

[ Cancel ]              [ OK ]

                    [ System Monitor ]
```
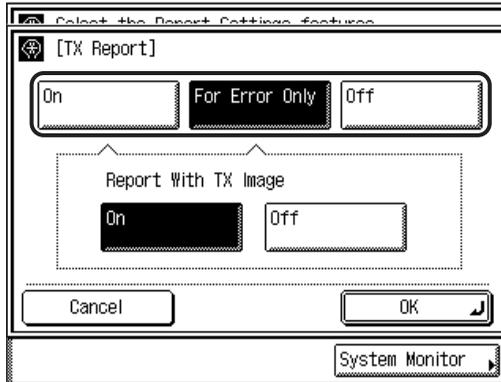
● **If you select [For Error Only] or [On]:**

❑ Select [On] or [Off] for <Report With TX Image> → press [OK].

```
[TX Report]
[ On ]  [ For Error Only ]  [ Off ]

        Report With TX Image
        [ On ]      [ Off ]

[ Cancel ]              [ OK ]

                    [ System Monitor ]
```
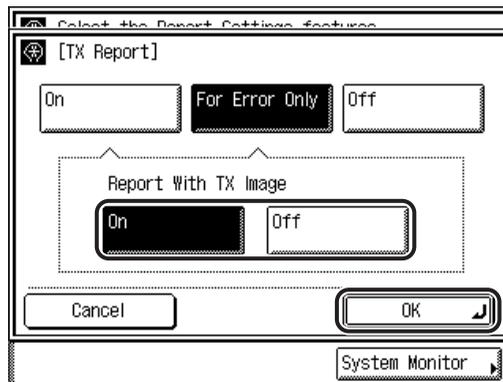
Report With TX Image

[On]: Part of the sent document is printed on the report.

[Off]: The contents of the sent document are not printed on the report.

The selected mode is set.

● **If you select [Off]:**

❑ Press [OK].

The TX Report is not printed.

The selected mode is set.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

Activity Report

The Activity Report is a printed log that shows the results of send and receive jobs. The Activity Report can be printed at a specified time, or it can be printed automatically when the number of send and receive transactions reaches 40. The send and receive logs can also be printed separately.

An Activity Report can be printed manually from the System Monitor screen. (See "Printing the TX Job Status/Log," on p. 4-6.)

✎ NOTE

- If the optional iR Security Kit is activated and Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', [Activity Report] is not displayed.
- If the optional iR Security Kit is activated and Job Log Display in System Settings (from the Additional Functions screen) is set to 'On', the following settings are switched to 'Off' automatically:
  - Auto Print
  - Daily Activity Report Time
- For an example of an Activity Report, see "Activity Report," on p. 9-8.
- The default settings are:

  - Auto Print: On
  - Send/Receive Separate: Off
  - Daily Activity Report Time: Off

1 Press ◎ (Additional Functions) → [Report Settings] → [Fax] under <Custom Settings>.

If necessary, see the screen shots in steps 1 and 2 of "TX Report," on p. 7-3.

2 Press [Activity Report].
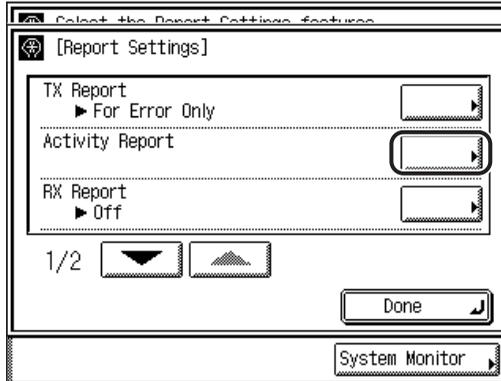
$\oslash$ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll the desired setting.

3 Select [On] or [Off] for <Auto Print>.
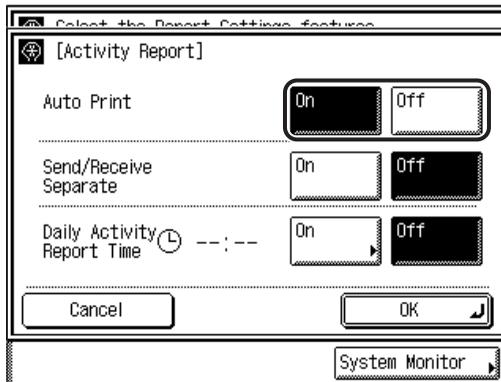
Auto Print

[On]: The Activity Report is automatically printed when the number of send and receive transactions reaches 40.

[Off]: The Activity Report is not automatically printed when the number of send and receive transactions reaches 40.

4 Select [On] or [Off] for <Send/Receive Separate>.
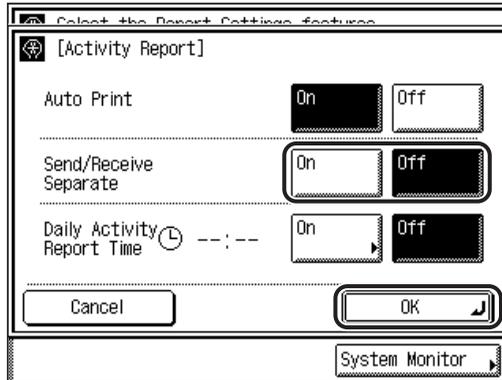
To print the send and receive logs separately, press [On].

If it is not necessary to print the send and receive logs separately, press [Off].

5 Select [On] or [Off] for <Daily Activity Report Time> → press [OK].
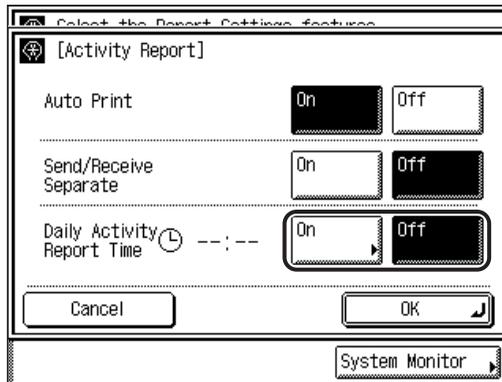
Daily Activity Report Time

[On]: The Daily Activity Report is printed at the specified time.

[Off]: The Daily Activity Report Time setting is not specified.

● **If you select [On]:**

❑ Enter the time using ⊙ - ⑨ (numeric keys).
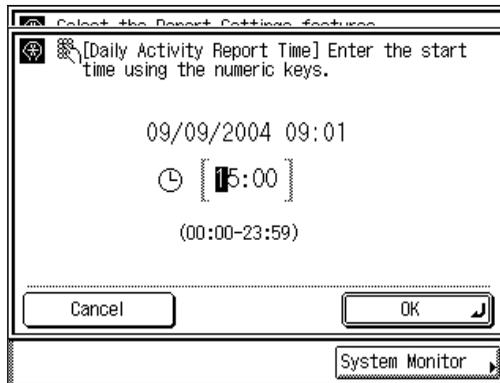
```
┌─────────────────────────────────────────────┐
│ ▓ Select the Report Settings features        │
│ ⊕ ▒ [Daily Activity Report Time] Enter the start │
│     time using the numeric keys.             │
│                                              │
│          09/09/2004 09:01                    │
│          ⊕ [ ▌5:00 ]                         │
│                                              │
│            (00:00-23:59)                      │
│ ......................................       │
│ ┌──────────┐              ┌──────────┐       │
│ │  Cancel  │              │   OK   ↵ │       │
│ └──────────┘              └──────────┘       │
│                          ┌────────────────┐  │
│                          │ System Monitor ▶│  │
│                          └────────────────┘  │
└─────────────────────────────────────────────┘
```

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705

11:18 p.m.   →   2318

If the number of send and receive transactions exceeds 40 before the specified time, an Activity Report of the most recent 40 transactions is printed.

✎ NOTE

If you make a mistake when entering the time, press ⊙ (Clear) to clear your entry → enter another four digit number.

The selected mode is set.

6 **Press [Done] repeatedly until the Fax Basic Features screen appears.**

RX Report

The RX Report enables you to check whether documents were sent correctly from the sender's machine and received successfully by this machine. An RX Report can be printed automatically after documents are received, and you can also set the machine to print an RX Report only when a reception error occurs.

📎 NOTE

- For an example of an RX Report, see "RX Report," on p. 9-5.
- The default setting is 'Off'.

1 Press ⊚ (Additional Functions) → [Report Settings] → [Fax] under <Custom Settings>.

If necessary, see the screen shots in steps 1 and 2 of "TX Report," on p. 7-3.

2 Press [RX Report].
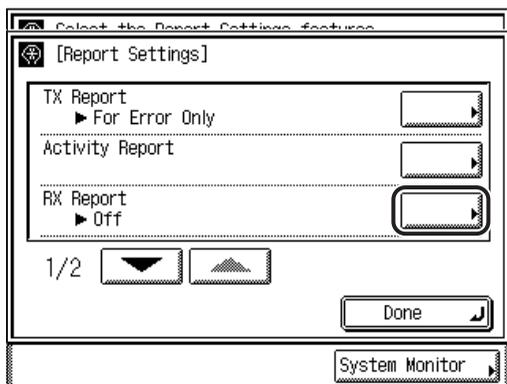
📎 NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll the desired setting.

3 Select [For Error Only], [On], or [Off] → press [OK].

[RX Report]

On | For Error Only | Off

Cancel | OK

System Monitor
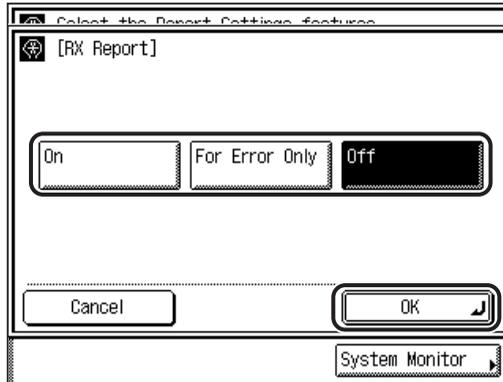
Details of each item are shown below.

[For Error Only]: Prints a report only when a reception error occurs.

[On]: Prints a report each time a document is received.

[Off]: Does not print a report.

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Printing Communication Reports

Memory Inbox RX Report

The Memory Inbox RX Report enables you to check the reception of documents in memory boxes.

✎ NOTE
- For an example of a Memory Inbox RX Report, see "Memory Inbox Reception Report," on p. 9-6.
- The default setting is 'On'.

---

1 **Press ⓞ (Additional Functions) → [Report Settings] → [Fax] under <Custom Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "TX Report," on p. 7-3.

2 **Press [▼] or [▲] until [Memory Inbox RX Report] appears → press [Memory Inbox RX Report].**
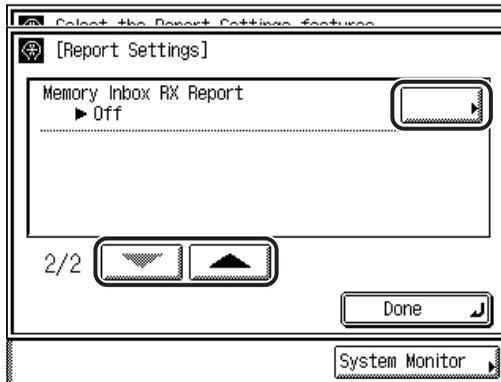
3 Select [On] or [Off] → press [OK].
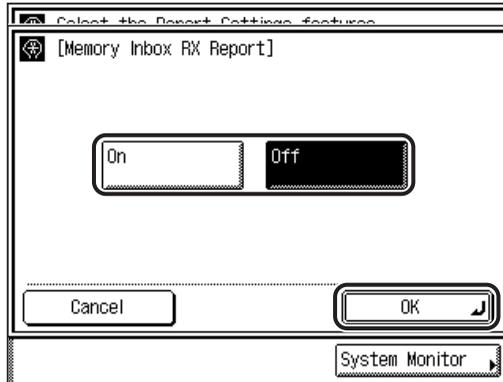
```
┌──────────────────────────────────────────┐
│ ▢  Select the Report Settings features    │
│ ⊕  [Memory Inbox RX Report]              │
│                                           │
│                                           │
│      ┌──────────┐   ┌──────────┐         │
│      │ On       │   │ Off      │         │
│      └──────────┘   └──────────┘         │
│                                           │
│  ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐  │
│    ┌──────────┐        ┌──────────┐      │
│    │ Cancel   │        │   OK   ⏎ │      │
│    └──────────┘        └──────────┘      │
│                          ┌──────────────┐ │
│                          │System Monitor│ │
│                          └──────────────┘ │
└──────────────────────────────────────────┘
```

The selected mode is set.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

Printing Communication Reports

Printing Lists

You can print the contents of the Address Book or a list of Fax settings that have been specified from the Additional Functions screen.

✐ NOTE

Lists can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain, recycled, or color paper) is loaded in the paper sources whose settings in Fax in Drawer Eligibility For APS/ ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide.*)

Address Book List

You can print the contents of the Address Book. This list is useful for checking the details of destinations that are stored in the address book.

✐ NOTE

For an example of an Address Book List, see "Address Book List," on p. 9-10.

1 Press ⊚ (Additional Functions) → [Report Settings].

2 Press [Fax] under <Print List>.

```
┌─────────────────────────────────────────┐
│ ⊕ Select the Report Settings features.   │
│                                           │
│  ■Custom Settings     ■Print List         │
│  ┌──────────────┐    ┌──────────────┐    │
│  │ Fax          │    │ Fax          │    │
│  │            ▸ │    │            ▸ │    │
│  └──────────────┘    └──────────────┘    │
│                      ┌──────────────┐    │
│                      │ Network    ▸ │    │
│                      └──────────────┘    │
│                      ┌──────────────┐    │
│                      │ Printer    ▸ │    │
│                      └──────────────┘    │
│                      ┌──────────────┐    │
│                      │ Done      ⏎ │    │
│                      └──────────────┘    │
│  ┌───────────────────────────────────┐  │
│  │              System Monitor     ▸ │  │
│  └───────────────────────────────────┘  │
└─────────────────────────────────────────┘
```

3 Press [Address Book List].

```
┌─────────────────────────────────────────┐
│ ⊕ [Report Settings]                       │
│  ┌─────────────────────────────────────┐ │
│  │ Address Book List            ┌────┐ │ │
│  │                              │  ▸ │ │ │
│  │                              └────┘ │ │
│  │ User's Data List             ┌────┐ │ │
│  │                              │  ▸ │ │ │
│  │                              └────┘ │ │
│  └─────────────────────────────────────┘ │
│  1/1  ┌──────┐ ┌──────┐                  │
│       │  ▼   │ │  ▲   │                  │
│       └──────┘ └──────┘                  │
│                      ┌──────────────┐    │
│                      │ Done      ⏎ │    │
│                      └──────────────┘    │
│  ┌───────────────────────────────────┐  │
│  │              System Monitor     ▸ │  │
│  └───────────────────────────────────┘  │
└─────────────────────────────────────────┘
```

Printing Communication Reports
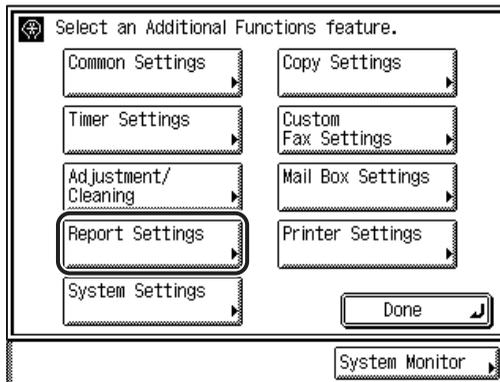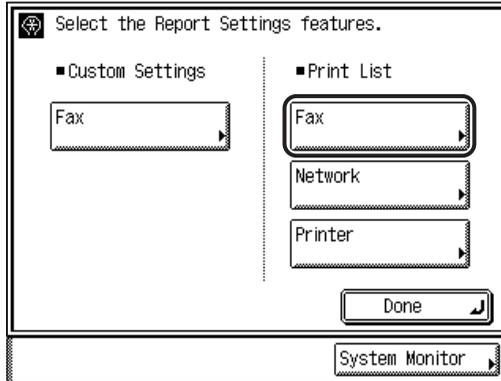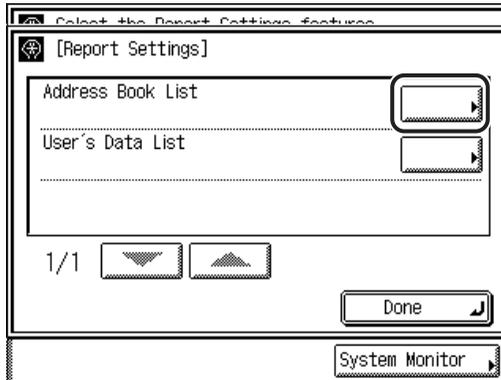
4 Press [Yes].
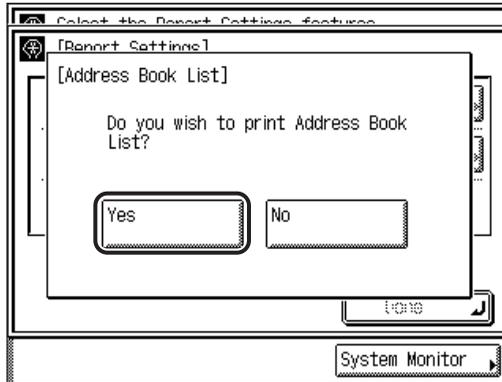
To cancel printing, press [No].

The Address Book List is printed.

5 Press [Done] repeatedly until the Fax Basic Features screen appears.

User's Data List

You can print a list of Fax settings that have been specified from the Additional Functions screen.

✐ NOTE

For an example of a User's Data List, see "User's Data List," on p. 9-11.

1 Press ⊚ (Additional Functions) → [Report Settings] → [Fax] under <Print List>.

If necessary, see the screen shots in steps 1 and 2 of "Address Book List," on p. 7-14.

2 Press [User's Data List].
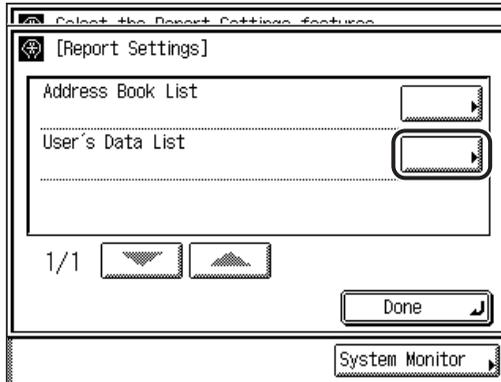
3 Press [Yes].
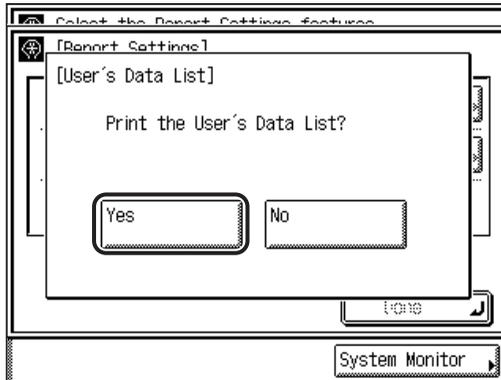
To cancel printing, press [No].

The User's Data List is printed.

4 Press [Done] repeatedly until the Fax Basic Features screen appears.

7

Printing Communication Reports

Troubleshooting

8

CHAPTER

This chapter describes the procedures for taking corrective action in the event that trouble occurs. The end of the chapter shows you how to respond to error messages, and contains a list of frequently asked questions and answers.

When Problems Occur

Sending Documents

Canceling transmissions.

Q	How do you cancel a transmission while a document is being scanned?
A	Press ⊘ (Stop) on the control panel, or press [Cancel] on the touch panel display.
Q	How do you cancel a transmission after the document has been scanned?
A	Press [System Monitor] → [Fax] → [TX Job Status] → select the document that you want to cancel → press [Cancel] → [Yes]. However, documents that are being sent may not be canceled even if you press [Cancel]. (See "Using the System Monitor Screen," on p. 1-43.)
Q	Are you sending a fax document using the Direct Sending mode?
A	Press ⊘ (Stop) on the control panel, or press [Cancel] on the touch panel display.

Document cannot be sent.

Q	Is the destination setting correct?
A	Check the destination setting of the recipient.
Q	Is the destination stored in the Address Book correct?
A	Check the destination in the Address Book. (See "Address Book List," on p. 7-14.)
Q	Has trouble occurred in the remote machine?
A	Check to make sure that the remote machine can receive documents. If it cannot, check to see whether the machine is turned OFF, is out of recording paper, or has insufficient available memory.

Document cannot be sent.

Q	Is the telephone line type set correctly?
A	Check the type of telephone line that has been set. (See "Selecting the Type of Telephone Line," on p. 1-12.)

Q	If you are sending with a subaddress, did you enter the correct subaddress and password for the destination?
A	Check the subaddress and password settings.

Memory is full.

Q	Are unnecessary documents stored in memory?
A	Check the TX Document and RX Document memory, and erase unnecessary documents or documents with errors from memory. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

The document does not print clearly on the remote machine.

Q	Is the platen glass clean?
A	Use your machine to make a copy of the document, and check it for streaks. If streaks appear, clean the platen glass. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

The density of the documents sent to a remote machine is too light.

Q	Is the Density mode set to 'Light' and the Image Quality mode set to 'Photo'?
A	Set the Density mode to 'Dark', and the Image Quality mode to 'Text'. Try sending the document again. (See "Resolution, Density, and Image Quality," on p. 2-2.)

The machine will not transmit using a subaddress.

Q	Are the subaddress and password of the remote machine specified correctly?
A	Check to see if the recipient's machine has a subaddress function.
A	Check with the remote party to see if the specified subaddress and the RX password in this machine and the remote machine are the same.
Q	Has trouble occurred in the remote machine?
A	Check to make sure that the remote machine can receive documents. If it cannot, check to see if there is sufficient available memory.
Q	Are the subaddress and password for the destination stored in the Address Book correct?
A	Check the subaddress and password settings for the destination in the Address Book.

The remote machine is slow to switch over to the receiving mode, and errors always occur.

Q	Is a pause inserted in the fax number?
A	If you are sending to a machine that is slow in switching over to fax receiving, insert a pause after the destination's fax number.

Receiving Documents

The machine does not receive documents.

Q	Does the machine have sufficient memory?
A	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

The machine does not receive documents.

Q	Is an RX password set in your machine?
A	If Receive Password is set in Communications Settings in System Settings (from the Additional Functions screen), documents can be received only from senders that use the correct password. Confirm this with your System Manager. (See "Printing and Erasing Documents," on p. 3-11.)

Documents cannot be received in memory.

Q	Is there sufficient available memory?
A	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

The quality of printed originals is uneven.

Q	Is the platen glass of the sender's machine clean?
A	Make a few copies using your machine. If the copies are not streaked, the problem is in the sending party's machine. Contact the sender and ask them to send the document again.

Documents cannot be received in Memory Boxes.

Q	Did the sending party send to a stored memory box?
A	Check the set subaddress and RX password, and contact the sending party with this information. Documents can only be received in memory boxes if the sender sends the documents with a matching subaddress and password. (See "Sending with a Subaddress," on p. 3-33.)
Q	Is there sufficient available memory?
A	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

Other Situations

Transmissions are slow.

Q	Are documents being sent at a high resolution?
A	It is recommended that you send documents containing text only with a lower resolution. (See "Resolution, Density, and Image Quality," on p. 2-2.)
Q	Is ECM TX or ECM RX set to 'On'?
A	Set ECM TX and ECM RX to 'Off'. (See "ECM Transmission," on p. 5-41, and "ECM Reception," on p. 5-50.)

Cannot use fax information services.

Q	If your machine is connected to a rotary pulse line, is your machine set for tone dialing?
A	Set the machine for tone dialing to use fax information services. (See "Fax Information Services," on p. 3-41.)
Q	Did you receive an instruction from the sender to set the machine to receive?
A	Press [RX Start]. (See "Fax Information Services," on p. 3-41.)

Documents cannot be sent overseas (error code #18).

Q	Is a pause inserted in the fax number?
A	Insert a pause after the country code, or after the fax number of the other party, and then dial the number again. (See "Dialing Methods," on p. 2-16.)
A	Change the Long Distance setting on the Option screen if you are sending documents to destinations stored in the Address Book. To access the Long Distance setting, press ◎ (Additional Functions) → [Custom Fax Settings] → [Register Destinations] → [Register] → [Option]. (See "One-Touch Speed Dialing Settings," on p. 5-26.)

Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Reference Guide* and *Network Guide*.

Self-Diagnostic Display

Perform the necessary procedures according to the displayed self-diagnostic error message.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error
- When you need to make a decision or take some action during scanning or printing
- When you need to make a decision or take some action while browsing the network

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Set the IP Address.

Cause   This machine is not set with an IP address.

Remedy   Specify the IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen), and turn the machine's main power OFF, and then back ON.

No response from the server. Check the settings.

Cause   The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.

Remedy   Wait for a while, and then try browsing again. If there is still no response from the server, try selecting another server.

NetWare is in use. Wait for a moment, then perform operation again.	

Cause	You cannot browse the network because NetWare is printing through a PServer or NDS PServer.

Remedy	Wait until printing is complete, and try browsing again.

Check the TCP/IP.	

Cause	The machine's TCP/IP connection is not operating.

Remedy	Check the IP Address Settings (IP Address, DHCP, RARP, BOOTP) in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Cannot find the selected server. Check the settings.	

Cause	The IP address that the machine should connect to cannot be determined.

Remedy 1	Check the DNS Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Remedy 2	Check whether the DNS server's DNS settings are correct.

Cannot connect to the selected server. Check the settings.	

Cause	The machine cannot connect to the specified IP address/port.

Remedy	Check the Gateway Address setting in IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

List of Error Codes without Messages

If an error occurs while a document is being sent or received, an error code is displayed on the job log on the System Monitor screen, and is included in various reports. Check what the error code is, and then take the required steps to solve the problem. (See Chapter 4, "Checking/Changing the Fax Status," and "Report and List Samples," on p. 9-2.)

001

Cause	Paper or originals are jammed.
Remedy	Place the document properly into the feeder or on the platen glass, and remove any jammed paper or originals. (See Chapter 8, "Troubleshooting," in the *Reference Guide*.)

003

Cause	Communications that take longer than the preset time (64 minutes) caused the error.
Remedy 1	Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See "Resolution, Density, and Image Quality," on p. 2-2.)
Remedy 2	When receiving a document, ask the remote party to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

005

Cause 1	The other party did not answer within 35 seconds.
Remedy	Confirm that the remote machine is able to communicate, and try again.
Cause 2	The receiving machine is not a G3 fax machine.
Remedy	Check the type of fax machine that the recipient has.

009

Cause 1	There is no paper.
Remedy	Load paper. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
Cause 2	The paper drawer is not correctly inserted into the machine.
Remedy	Insert the paper drawer properly.

011

Cause	The document that you are sending is not placed correctly.
Remedy	Place the document properly into the feeder or on the platen glass, and try sending again.

012

Cause The document could not be sent because the receiving fax machine was out of paper.

Remedy Ask the receiving party to load paper into their fax machine.

018

Cause 1 The receiving machine did not respond when your machine redialed.

Remedy Confirm that the receiving machine is able to communicate, and try again.

Cause 2 The documents could not be sent because the receiving machine was performing another task.

Remedy Confirm that the receiving machine is able to communicate, and try again.

Cause 3 The settings on your machine do not match the settings on the receiving machine.

Remedy Check that the settings on your machine match those on the receiving machine, and that the receiving machine is able to communicate, and try again.

Cause 4 No pause was included in the telephone number when sending a fax overseas.

Remedy 1 Insert a pause after the country code, or after the fax number of the other party, and then dial the number again. (See "Dialing Methods," on p. 2-16.)

Remedy 2 Change the Long Distance setting on the Option screen if you are sending documents to destinations stored in the Address Book. To access the Long Distance setting, press ⊚ (Additional Functions) → [Custom Fax Settings] → [Register Destinations] → [Register] → [Option]. (See "One-Touch Speed Dialing Settings," on p. 5-26.)

022

Cause 1 Transferring could not be performed because all of the addresses stored in the specified group destination have been deleted.

Remedy Re-enter the group destinations, and try sending again.

Cause 2 Transmission could not be performed because the specified destination was deleted while the documents were waiting to be sent.

Remedy Re-enter the destination in the Address Book, and try sending again.

037

Cause	Documents could not be received because there was insufficient memory available.
Remedy	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

080

Cause	A subaddress is not set in the remote machine.
Remedy	Try sending the document to the remote machine without a subaddress, or request that the recipient set a subaddress.

081

Cause	A password is not set in the remote machine.
Remedy	Try sending the document to the remote machine without a password.

099

Cause	Sending was interrupted.
Remedy	Try sending again.

102

Cause	The subaddress and/or password do not match.
Remedy	Check the subaddress and/or password of the remote machine, make sure that the subaddress/password you are sending with the document matches the recipient's, and try again.

107

Cause	The document could not be sent because there was insufficient memory available.
Remedy 1	Resend the document at a lower resolution.
Remedy 2	Erase unnecessary documents to make more memory available.
Remedy 3	If this problem occurs frequently, contact your local authorized Canon dealer.

701

Cause	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try sending again.

702

Cause	The document could not be sent because the memory is full.
Remedy 1	Wait a few moments, and try again after other send jobs complete.
Remedy 2	Do not send the document to too many recipients at the same time. Send the document to a smaller number of recipients.

703

Cause	The memory for the image data is full.
Remedy 1	Wait a few moments, and try again after other send jobs complete.
Remedy 2	Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON.

704

Cause	An error occurred while reading address information from the Address Book.
Remedy	Check the address settings. If the machine still does not operate normally, turn the main power OFF, and then back ON.

706

Cause	The Address Book is being imported or exported from the Remote UI, or it is being used by another sending component.
Remedy	Wait until the Address Book Import/Export function from the Remote UI or the other sending component is complete, and try sending again.

711

Cause	The inbox memory is full.
Remedy	Erase unnecessary documents stored in the inbox. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

712

Cause	The maximum number of documents is already stored in the inbox.
Remedy	Erase unnecessary documents stored in the inbox. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

829

Cause	Data that contains more than 1,000 pages is received.
Remedy	This machine can print or store up to 999 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

847

Cause	Could not save the received document in the Memory Box, as the memory of the Memory Box is full.
Remedy	Erase unnecessary documents stored in the inbox. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

851

Cause 1	There is insufficient memory remaining in the system.
Remedy	Check the system's available memory, and delete unnecessary documents in the inboxes. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)
Cause 2	The scanned document cannot be stored because there are more than 2,000 documents in the specified inbox.
Remedy	Erase unnecessary documents stored in the specified inbox. (See "Printing and Erasing Documents," on p. 3-11, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

852

Cause	An error occurred because the main power switch was turned OFF while a job was being processed.
Remedy	Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

995

Cause   Reserved communication jobs were cleared.

Remedy   Reserve the jobs again, if necessary.

Troubleshooting

8

Questions & Answers

Q Can the machine automatically resend documents when there are errors in transmission?

A Set Auto Redial in TX Settings in Custom Fax Settings (from the Additional Functions screen). You can also make detailed settings, such as the redialing frequency and interval. (See "Auto Redial," on p. 5-45.)

Q What happens to documents that are sent to my machine while the power switch on the control panel is turned OFF?

A These documents are automatically stored and printed when all of the documents have been received.

Q What happens if fax documents arrive when the machine is being used for copying?

A While you are making copies, the documents are automatically received and stored in the machine's memory, and will be printed automatically when you finish copying.

You can change the order in which these documents print. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

Q I frequently send documents using the same settings. Can the machine be set to automatically restore those settings when the power is turned ON or after an operation completes?

A Alternatively, you can set the desired settings as the Standard Settings so that they are always specified when the machine is turned ON or after an operation completes.

Q What happens to received documents if a paper jam occurs while they are printing?

A If documents are not printed correctly, they are held in memory. When the paper jam is cleared, printing resumes from the page at which the paper jam occurred.

Q What happens to a document that has not been completely received when a blackout occurs?

A The document, up to the last page that was successfully received, is printed.

Q What happens to documents in memory and the memory settings if power is interrupted?

A Documents that are stored in the system's memory remain in memory even when power to the machine is interrupted. Similarly, the contents of the Address Book are also stored permanently in memory. However, if power is interrupted while a document is being received, it is not stored in memory. After the power is restored, the sender may resend the interrupted job.

Q How can I save paper?

A You can set for received documents to be printed on both sides of the paper. (See "Two-Sided Printing," on p. 5-61.)

You can check a received document using the Remote UI (User Interface), or store the received documents in memory, and then send them to a desired destination. (See "Forwarding Received Documents," on p. 2-33, and Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)

You can set the machine to not print reports. Two kinds of reports are printed when an error occurs while sending a fax. You can save paper by setting the machine to not print either one of these reports. (See "Specifying Report Settings," on p. 7-3.)

Q Can I turn the machine's power OFF if a document is set with the Delayed Send setting?

A When you are not using the machine, you may turn OFF the control panel power switch on the control panel, but leave the main power switch turned ON. Documents that are set with the Delayed Send setting are automatically sent from memory when the specified time arrives.

Appendix

9

CHAPTER

This chapter provides the reports and lists of activity management, specifications, glossary, and index.

Report and List Samples

✎ NOTE

The fax numbers and addresses used in these sample reports are fictitious.

TX Report/Error TX Report

This report indicates items, such as the fax number of the party to which you sent documents, the result of communication, and other information, to enable you to check whether the documents were sent correctly to the intended destination.

You can set whether to automatically print a TX Report after sending documents. (See "TX Report," on p. 7-3.)

```
11/08/2004 MON 13:43   FAX 012XXXXXXX                        iR 3530              ☑ 001

                               **************************
                               ***      TX REPORT      ***
                               **************************

                                    TRANSMISSION OK

                 JOB NO.                  0064
                 DEPT. ID                 098XXXXXXX
                 DESTINATION ADDRESS      123
                 PSWD/SUBADDRESS
                 DESTINATION ID           Canon
                 ST. TIME                 11/08 13:42
                 USAGE T                  00'08
                 PGS.                     1
                 RESULT                   OK
```

✎ NOTE

- You can also print a TX Report with an image of the sent original attached to it. (See "TX Report," on p. 7-3.)
- The default setting is 'For Error Only'.

■ **REPORT NAME**

When the document transmission is completed successfully, a "TX Report" is printed. When a send error occurs, an "Error TX Report" is printed.

■ **MESSAGE**

A message describing the transmission result is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

■ DESTINATION ADDRESS

The fax number of the destination is printed, up to the first 20 digits.

■ PSWD/SUBADDRESS

A subaddress is printed, if specified. The password is not printed to maintain security.

■ DESTINATION ID

The name of the remote party is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to transmit are printed. The start time is printed only for send jobs that have been set with the Delayed Send setting.

■ USAGE T

The time taken (in minutes and seconds) to send the document from start to finish is printed.

■ PGS.

The number of pages that were sent successfully to the remote party is printed.

■ RESULT

If the documents were transmitted successfully, "OK" is printed.

If a sending error occurred, "NG" (No Good) is printed.

If a sending error occurred, the page number in which the error occurred and the error code number are printed.

Appendix

9

Multiple Communication Result Report

This report is used to check whether documents were sent successfully to the intended destinations when a sequential broadcast transmission was performed.

You can set whether to automatically print a Multiple Communication Result Report after sending documents. (See "TX Report," on p. 7-3.)

```
11/08/2004 MON 11:18 FAX 012XXXXXXX                    iR 3530                    001

                                *******************************
                                ***    MULTI TX REPORT    ***
                                *******************************

        JOB NO.              0142
        DEPT. ID             123
        PGS.                 1
        TX/RX INCOMPLETE     012XXXXXXX
        TRANSACTION OK       -----
        ERROR                098XXXXXXX
```

📝 NOTE
- You can also print a Multi TX/RX Report with an image of the sent original attached to it. (See "TX Report," on p. 7-3.)
- The default setting is 'For Error Only'.

■ **JOB NO.**
The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ **DEPT. ID**
If Department ID Management is set, the Department ID is printed.

■ **PGS.**
The number of pages that were sent successfully to the destinations is printed.

■ **TX/RX INCOMPLETE**
If a transmission is incomplete, the fax number and the name of the destination are printed. If there is no applicable destination, "_ _ _" is printed.

■ **TRANSACTION OK**
The fax number and the name of the destination of a completed transmission are printed. If there is no applicable destination, "_ _ _" is printed.

■ **ERROR**
If an error in transmission occurs, the fax number and the name of the destination are printed. If there is no error, "_ _ _" is printed.

RX Report

This report is used to check if documents were received successfully in this machine.

You can set whether to automatically print an RX Report. (See "RX Report," on p. 7-10.)

```
11/08/2004 MON 13:03   FAX 012XXXXXXX                    iR 3530                    ☑001

                              ***************************
                              ***     RX REPORT     ***
                              ***************************

                                      RECEPTION OK

                      JOB NO.                5002
                      DESTINATION ADDRESS    012XXXXXXX
                      PSWD/SUBADDRESS
                      DESTINATION ID         Canon
                      ST. TIME               11/08 13:02
                      USAGE T                00'14
                      PGS.                   1
                      RESULT                 OK
```

✎ NOTE
The default setting is 'Off'. (See "RX Report," on p. 7-10.)

■ **REPORT NAME**
An RX report is printed when the reception of the document is completed successfully, and also when a receiving error occurs.

■ **MESSAGE**
A message describing the reception result is printed.

■ **JOB NO.**
The four digit number, that is automatically assigned when the document is received, is printed.

■ **DESTINATION ADDRESS**
The fax number of the sender is printed, up to the first 20 digits.

■ **PSWD/SUBADDRESS**
A subaddress is printed, if specified. The password is not printed to maintain security.

■ **DESTINATION ID**
The name of the sender is printed.

■ **ST. TIME (Start Time)**
The date and time (in 24-hour notation) at which the document started to be received are printed.

■ **USAGE T**
The time taken (in minutes and seconds) to receive the document from start to finish is printed.

■ **PGS.**
The number of pages that were received successfully is printed.

■ **RESULT**
If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

Memory Inbox Reception Report

This report enables you to confirm that documents were received in a Memory Box.

You can set whether to automatically print a Memory Inbox Reception Report.

```
11/08/2004 MON 13:53   FAX 012XXXXXXX                        iR 3530                        📄 001

                              *******************************
                              ***   MEMORY INBOX REPORT   ***
                              *******************************

         INBOX NO./NAME              #01/Confidential:
         JOB NO.                     5006
         DESTINATION ADDRESS         098XXXXXXX
         PSWD/SUBADDRESS
         DESTINATION ID              Canon
         ST. TIME                    11/08 13:53
         USAGE T                     00'14
         PGS.                        1
         RESULT                      OK
```

✎ NOTE
The default setting is 'On'. (See "Memory Inbox RX Report," on p. 7-12.)

■ **INBOX NO./NAME**
The number (00 to 49) and user assigned name of the Memory Box in which the documents were received is printed.

■ JOB NO.
The four digit number, that is automatically assigned when the document is received, is printed.

■ DESTINATION ADDRESS
The fax number of the sender is printed, up to the first 20 digits.

■ PSWD/SUBADDRESS
A subaddress is printed, if specified. The password is not printed to maintain security.

■ DESTINATION ID
The name of the sender is printed.

■ ST. TIME (Start Time)
The date and time (in 24-hour notation) at which the document started to be received are printed.

■ USAGE T
The time taken (in minutes and seconds) to receive the document from start to finish is printed.

■ PGS.
The number of pages that were received successfully is printed.

■ RESULT
If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

Appendix

9

Activity Report

The Activity Report is a printed log that shows the results of send and receive jobs. An Activity Report can be printed either automatically or manually.

An Activity Report is automatically printed when either the number of communication transactions reaches 40, or a specified time is reached. You can set whether to automatically print an Activity Report. (See "Activity Report," on p. 7-6.)

```
11/08/2004 MON 14:20  FAX 012XXXXXXX                         iR 3530                        ▨001

                        **********************************
                        ***    ACTIVITY REPORT TX/RX    ***
                        **********************************
          DEPT. ID :123
 ST. TIME  |        DESTINATION ADDRESS        | NO.  |     MODE      | PGS. |  RESULT
*11/05 13:29| Canon CANADA          123XXXXXXX | 0007 | TX            |   0  | NG  00'00
            |                                   |      |               |   0  |     STOP
*11/05 13:35| Canon EUROPE          011XXXXXXX | 0008 | TX        ECM |   1  | OK  00'24
*11/05 13:36| Canon U.S.A           098XXXXXXX | 0008 | TX        ECM |   0  | NG  00'11
            |                                   |      |               |   0  |     #102
 11/05 13:38| Canon U.S.A           098XXXXXXX | 0009 | TX            |   0  | NG  00'00
            |                                   |      |               |   0  |     #995
 11/05 13:40| Canon U.S.A           098XXXXXXX | 0010 | TX        ECM |   1  | OK  00'18
 11/06 13:52| Canon EUROPE          011XXXXXXX | 5005 | MEMORY LOCK ECM|  1  | OK  00'22
 11/06 13:53| Canon FRANCE          022XXXXXXX | 5006 | MEMORY LOCK ECM|  1  | OK  00'22
 11/07 11:49| Canon CANADA          123XXXXXXX | 0011 | TX            |   1  | OK  00'24
 11/07 13:12| Canon U.S.A           098XXXXXXX | 0012 | TX            |   2  | OK  00'44
 11/07 13:38| Canon U.S.A           098XXXXXXX | 0013 | TX            |   1  | OK  00'20
 11/07 15:10| Canon U.S.A           098XXXXXXX | 0014 | TX        ECM |   1  | OK  00'24
```

✐ NOTE

- The default setting is 'On'.
- If a field exceeds its display capacity, only those characters that fit in the display are printed.

■ **DEPT. ID**
If Department ID Management is set, the Department ID is printed. The Activity Reports are listed according to the Department ID.

■ **ST. TIME (Start Time)**
The date and time (in 24-hour notation) at which the document started to be sent or received are printed. An asterisk (*) indicates a document that has already been printed.

■ **DESTINATION ADDRESS**
The name and fax number of the remote party are printed. If a subaddress or sender's name has been specified, it is printed beneath the fax number.

■ NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

■ MODE

The type and mode of transmission are printed.

Transmission Type:	TX, Delayed TX, Sequential Broadcast TX, Delayed Sequential Broadcast, Transfer TX, Direct TX, Manual TX, Memory Lock, ECM TX
Reception Type:	Memory Box RX, Manual RX, Memory RX, Transfer RX, ECM RX
Mode of Transmission:	G3, G3ECM

■ PGS.

The number of pages that were sent or received successfully is printed.

■ RESULT

"OK" or "NG" (No Good) and the transmission time are printed.

If the document has been successfully sent to the recipient, "OK" is printed.

If a sending error occurred, "NG" is printed, the number of pages that were sent successfully, and the error code are printed on the second line. If none of the pages were sent successfully, "0" is printed.

If you manually cancel a job which is being sent, 'STOP' is printed instead of the error code.

Address Book List

You can print the contents of the Address Book and a standard list of one-touch and coded speed dialing numbers registered in memory. Print this list manually as needed. (See "Address Book List," on p. 7-14.)

```
11/08 2004 MON 14:12                              iR 3530                         001

                        ********************************
                        ***      ADDRESS BOOK LIST     ***
                        ********************************

DESTINATION NAME    |    CLASS    |            DESTINATION ADDRESS
[001]               |             |
john                |    FAX      |    098XXXXXXX
[002]               |             |
bob                 |    FAX      |    012XXXXXXX
[003]               |             |
tom                 |    FAX      |    098XXXXXXX
[004]               |    GROUP    |
Canon CANADA        |             |
     mark           |    FAX      |    123XXXXXXX
     silvia         |    FAX      |    123XXXXXXX
```

■ DESTINATION NAME
The registered one-touch speed dialing numbers (001 to 200) are printed on the first line, and the registered destination names are printed on the second line.

■ CLASS
The specified destination's class (transmission mode) is printed.

■ DESTINATION ADDRESS
The fax number is printed on the first line, and the subaddress on the second line if it is specified.

• If the Class is "GROUP":
  The destinations stored in the group address are printed on the second line and continue down in a list.

User's Data List

The User's Data List prints out the Fax Settings made in Custom Fax Settings, Report Settings, and System Settings (from the Additional Functions screen). Manually print the User's Data List whenever necessary. (See "User's Data List," on p. 7-16.)

```
11/08/2004 MON 11:15     FAX 012XXXXXXX                      iR 3530                    ☑001
                         **********************************
                         ***    USER'S DATA LIST (FAX)    ***
                         **********************************


         FAX SETTINGS
              USER SETTINGS
                   UNIT TELEPHONE #                    012XXXXXXX
                   Unit Name                           Canon
                   TX TERMINAL ID                      ON
                        PRINTING POSITION              OUTSIDE
                        DISPLAY DESTINATION NAME       ON
                        TELEPHONE # MARK               FAX
                   DENSITY CONTROL                     5
                   TEL LINE TYPE                       TONE
                   VOLUME CONTROL
                        ALARM VOLUME                   0
                        MONITOR VOL.                   0
              TX SETTINGS
                   ECM TX                              ON
                   PAUSE TIME                          2 sec.
                   AUTO REDIAL                         ON
                        REDIAL TIMES                   2 times
                        REDIAL INTERVAL                2 min.
                        TX ERROR RESEND                Error and 1st Page
              RX SETTINGS
                   ECM RX                              ON
                   RX PAGE FOOTER                      ON
              PRINTER SETTINGS
                   Select Cassette
                        Switch A                       ON
                        Switch B                       ON
                        Switch C                       ON
                        Switch D                       ON
                   Receive Reduction                   ON
                        RX REDUCTION                   Auto
                        Reduce %                       90 %
                        Reduce Direction               VERTICAL ONLY
                   Two-sided Print                     OFF
                   2 ON 1 LOG                          OFF
              FILE SETTINGS
                   MEMORY INBOX
                        #01   CONFIDENTIAL             Confidential:
                              PSWD/SUBADDRESS          1234567

         Report Settings
              FAX TX REPORT                            ON
                   ERROR COPY PRINT                    ON
              FAX ACTIVITY REPORT
                   AUTO PRINT                          ON
                   TX/RX SEPARATE                      OFF
                   DAILY REPORT TIME                   ON
                        DAILY REPORT TIME              16:37
              FAX RX REPORT                            ON
              MEMORY INBOX REPORT                      ON

         SYSTEM SETTINGS
              COMMUNICATIONS SETTINGS
                   TX START SPEED                      33600bps
                   RX START SPEED                      33600bps
                   FORWARD SETTINGS                    ON
                        FORWARDING DESTINATION         [001]
                        PRINT RX DOC.                  OFF
                        FORWARD START TIME             OFF
                        FORWARD END TIME               OFF
                   MEMORY LOCK SETTINGS                ON
                        REPORT PRINT                   ON
                        MEMORY LOCK START TIME         OFF
                        MEMORY LOCK END TIME           OFF
                   PIN CODE ACCESS                     OFF
              Restrict New Addresses                   OFF
```

Specifications

Specifications are subject to change without notice for product improvement or future release.

Super G3 FAX Board

Item	Specifications	
Telephone Line Used/ Number of Lines	Public Switched Telephone Network, Facsimile network, 1 line	
Scan line Density (Scan, Transmission)	Standard: Fine: Super Fine: Ultra Fine:	8 pels[*1]/mm x 3.85 line/mm 8 pels[*1]/mm x 7.7 line/mm 8 pels[*1]/mm x 15.4 line/mm 16 pels[*1]/mm x 15.4 line/mm
Transmission Speed	Super G3: 33.6 kbps, G3: 14.4 kbps	
Compression Method	MH, MR, MMR, JBIG	
Transmission Type	Super G3, G3	
Sending Original Sizes	11" x 17" to STMT	
Receiving Paper Sizes	11" x 17" to STMT	
Transmission Times	ECM-MMR: G3MR method: G3MH method: JBIG:	Approximately 3.2 seconds Approximately 13 seconds Approximately 13 seconds Approximately 2.6 seconds
Auto Dial Function	Address Book: 200 destinations	
Image Memory	Approximately 8,000 pages	

*1 Pels stands for picture elements (pixels).

Glossary

A

Activity Report

A record listing all documents that have been sent and received.

ADF

Automatic Document Feeder. Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Auto Redial

When Auto Redial is set to 'On', the machine automatically redials the recipient's facsimile number if the line was busy, or if there was a sending error. The machine will wait two minutes (default) after the initial attempt before redialing. You can specify the number of times that the machine redials, the length of the redial interval, and whether to redial after a transmission error.

B

Batch Sending

Batch Sending enables you to scan different documents at different times, store them in memory, and then send them all at once to any one destination at any time. The reduction in transmission time saves you on transmission costs. Further savings can be made if you set the machine to send during the time when telephone rates are lower.

bps

Bits per second. The measure of transmission speed used in relationship to networks and communication lines.

C

CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

Coded Speed Dialing

Enables you to automatically dial a facsimile number by pressing [Coded Dial] and a three digit code. You can register up to <Max. Number> facsimile numbers for coded speed dialing. When you register the facsimile number, you can also enter the recipient's name, set the speed for the transmission, and other useful features.

Confidential Memory Box

To receive a confidential document, you must first create a Confidential Memory Box by registering your subaddress and RX Password. The password is used to print out confidential documents that you have stored in memory. Numbers (up to 20 digits), including spaces, asterisks (*), and pound signs (#), can be used for the RX Password. The machine prints a Confidential RX Report when you receive a confidential document in your Confidential Memory Box.

Copy Ratio/Zoom Ratio

Numeric representation for the reduction or enlargement of an original.

D

Delayed Transmission

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time. You can reserve up to 120 delayed transmissions.

Direct Sending

Use Direct Sending when the memory is full, and you still need to send a document. Direct Sending scans and sends one page at a time without storing the document in memory. This enables you to send a document even when the memory is full.

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The Internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots Per Inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

E

ECM

Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. ECM divides a page into blocks and inspects each block for data lost through poor transmission. If part of the data is missing in a certain block, ECM retransmits that data from the beginning of the block until it confirms that all the data within the block has been transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective where the telephone lines are in poor condition. However, ECM slows the transmission speed, and you may turn this mode off, if it is not needed.

Error lamp

The error lamp flashes red when a paper jam occurs or the machine has run out of toner or paper.

F

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a LAN (Local Area Network), to share and use its hard disk drive.

Fine

A resolution mode for sending originals at twice the detail of the Standard resolution mode.

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

I

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol enables data from one computer to be split into packets, and sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (Internet Protocol) to specify a computer or device on the Internet. The IP address is usually written as four numbers delimited by periods. For example, 128.121.4.5.

ITU-T

See CCITT/ITU-T.

J

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

L

Long distance dialing

When dialing or registering long distance numbers, you may need to insert a pause within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or local telephone company if you experience difficulty in long distance dialing.

M

Memory box

The memory box enables you to set up an ITU-T subaddress and password, and use advanced features, such as confidential sending and relay sending, with a fax machine of any manufacturer that supports ITU-T standard subaddress/password transactions.

Memory Lock

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

Memory Sending

Memory Sending scans documents into memory before dialing the number and sending them. You can retrieve your original once scanning is complete, and you do not have to wait until sending is complete.

N

NetBEUI

NetBIOS Enhanced User Interface. NetBEUI is a network protocol originally designed by IBM, and later extended by Microsoft and Novell. In a small network, NetBEUI is more efficient than other protocols, such as TCP/IP. It is supported natively by IBM operating systems and Microsoft Windows to provide services, such as file sharing and printing.

NetBIOS

Network Basic Input Output System. A program that enables applications on different computers to communicate within a LAN (Local Area Network). NetBIOS is used in Ethernet, Token Ring, and Windows NT/2000/XP networks.

NetWare

Novell NetWare. Novell's client-server network operating system for the IBM PC. NetWare uses the IPX/SPX, NetBEUI, or TCP/IP network protocol. NetWare supports MS-DOS, Microsoft Windows, OS/2, and Macintosh clients. NetWare for UNIX gives users access to UNIX hosts.

O

OS/2

A family of multitasking operating systems developed by IBM for Intel x86-based computers. OS/2 provides a graphic user interface similar to Windows, as well as a command line interface similar to DOS. Add-ons to OS/2 enable it to run DOS and Windows applications.

P

Pause

You can insert a pause within a telephone number or at the end of a telephone number. A pause is also sometimes required to connect to an outside line, or for overseas fax transmissions to certain countries.

Pause Time

The default settings are two seconds if a pause is inserted within the telephone number (may vary depending on your location), and 10 seconds if a pause is added to the end of the telephone number. Only the length of pauses inside a telephone number, and not those at the end, can be changed.

PBX

Private Branch Exchange. An in-house telephone switching system that interconnects telephone extensions to each other, as well as to the external telephone network. A PBX controls the flow of telephone traffic through instruments, such as paging systems and automatic callback and dialing.

PIN Code

Personal Identification Number. To prevent unauthorized access to telephone lines, some PBX (Private Branch Exchange) systems require that a PIN code be entered when dialing to make a call or to send a document. Depending on the PBX system, the PIN code may be entered before the number as a prefix, or after the number as a suffix. If your PBX needs a PIN code to connect to an outside line, you can specify the user data settings of the machine so that it prompts you for a PIN code every time you dial.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, IPP, TCP/IP, and LDAP.

R

Relay broadcast

See Relay sending.

Relay sending

Also called "relay broadcast." You can send a document to a fax machine in a distant location, and then have that fax machine relay the document to several destinations within the same area.

Appendix

9

Resolution

The density of dots attained by an output device, such as a fax, scanner, or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 x 600 dpi).

Rotary Pulse

Also called "pulse dial." On a rotary pulse telephone, a dial is turned to send pulses to the telephone switching system.

RX

Abbreviation for "Reception/Receiving."

RX Password

The RX Password is needed to send or receive documents to and from a fax machine that uses ITU-T standard subaddresses and passwords. If the passwords on both ends do not match, the fax is not transmitted. Numbers of up to 20 digits, including spaces, asterisks (*), and pound signs (#), can be used for the RX Password.

S

Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, allow some margin space on all sides of the document that you are sending.

Sender's Name

Your personal or organization's name. The sender's name, fax number, date, and time sent are printed on each page that you send. You can register up to 99 sender names that are selected using the TTI selector, before sending.

Sequential Broadcast

Sequential Broadcasting enables you to send a scanned document to up to 256 destinations simultaneously. If you frequently send documents to the same destinations, it is highly recommended that you register the numbers as a group in a one-touch button for group dialing.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

Stamp

Applies a stamp (about 1/8" (3 mm) in diameter) on the front side of originals after they have been scanned, so that you can distinguish already scanned originals from others.

Standard

Use this setting to send normal, typewritten, or printed documents containing only text and no drawings, photographs, or illustrations. See Fine, Super Fine, and Ultra Fine.

Subaddress

Subaddress is the global telecommunications standard specified by the ITU-T (International Telecommunication Union-Telecommunication Standardization Sector). When the remote party's machine supports the same standard, confidential or relayed communications are possible by attaching a subaddress and a password in advance.

Super Fine

A resolution mode for sending originals at four times the detail of the Standard resolution mode. If the receiving machine does not support this mode, the document is automatically sent in the Fine mode.

Super G3

Super G3 is a phrase used to describe the generation of fax machines that use ITU-T V.34 standard 33.6 Kbps modems. Super G3 high-speed fax machines allow a transmission time of approximately three seconds per page, which results in reduced telephone line charges.

T

Telephone Line Type

Depending on the type of telephone line that you have, set the machine to touch tone (T) or pulse (P) dialing.

Tone

Some data services may require that you use tone dialing. If you have a pulse dial telephone, press [Tone] to switch temporarily from pulse to tone dialing when connecting to these data services.

Transfer

You can arrange for all documents received in the main fax machine to be transferred to another fax machine. For example, you can have your office fax transfer all incoming documents to your home. You can specify the day of the week and time of day at which this feature is activated. However, documents received in a Mail Box or Confidential Mail Box cannot be transferred.

Transfer password

Protects the transfer settings from unauthorized access. You must enter the transfer password (up to seven digits) to view or change the transfer settings.

Transmission Time

A fax transmission consists of three stages: the machine sending the fax connects with the machine receiving it, the message is then transmitted, after which the sender and the receiver exchange signals to confirm the end of transmission. The transmission time described in this guide is not the total time required for the entire transmission, but only the time taken for the message to transmit.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document. In addition to the unit name that you register for the machine, you can create up to 99 sender names that can be selected and used in place of the unit's name when you send a facsimile.

TX

Abbreviation for "Transmission/Sending."

U

UFR II

Ultra Fast Rendering II. A printing algorithm for realizing high speed monochrome rendering. UFR II enables processing tasks to be executed and divided appropriately between the host PC and the printer to greatly reduce overall printing time. The UFR II printer driver supports only monochrome printers.

Ultra Fine

A resolution mode for sending originals at 16 dots/mm x 15.4 lines/mm (eight times the standard resolution). If the receiving fax machine does not support this mode, the original is automatically sent in the Super Fine or Fine mode.

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Appendix

9

Appendix

9

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